



2009 – 2010
SWGTC Catalog &
Student Handbook

The President's Message



Dr. Glenn Deibert

Welcome to Southwest Georgia Technical College (SWGTC). As President of SWGTC, I am pleased that you are taking a look at our institution as you make decisions regarding your educational and career goals. 2009 has been a remarkable year for us, both in enrollment growth and facilities expansions. Although the economy is adversely affecting the job market, SWGTC is rising to the challenge by helping displaced workers and others find their way to promising careers. SWGTC has served the area for more than 60 years and has helped thousands of

students in their journey to a brighter future on a career path that begins with technical education.

Technical education offers countless opportunities in some of the fastest-growing career fields in the country. SWGTC leads the way in the state in helping our graduates find employment and to becoming leaders in their chosen fields. A technical education from SWGTC can be your catalyst for a successful future, too. Technical education affords its students the advantage of being able to enter the workforce in two years or even less in some programs.

We are proud of our three campuses, faculty, staff, and our students and invite you to be a part of the SWGTC family. Our faculty members are dedicated to providing our students with a superior education and our staff has been recognized as providers of exemplary customer service. We are excited about our growth, both in enrollment and with our facilities, as we look toward adding a new health science building in the near future.

It is our goal to meet the needs of area business and industry by producing highly skilled and qualified graduates to fill their positions. The job market is ever-changing and we are constantly upgrading and adding new programs to meet those needs, both of employers and students. We view the education of our students as a partnership that benefits the entire community.

This catalog is here to assist you in making decisions about your education and offers information on everything you will need to make your experience at SWGTC a positive one. Answers to many questions you may have about admission, scholarships, financial aid, student services, programs, and campus policies and procedures are provided here.

We hope that you will choose SWGTC and allow us to serve your educational needs. We are confident that we can assist you in fulfilling your educational and career goals. Explore the possibilities and allow us to be a partner in your bright future.

A handwritten signature in cursive script that reads "Glenn Deibert".

Glenn A. Deibert, Ed.D.
President

Accreditation Status

Southwest Georgia Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, Diplomas, and Technical Certificates of Credit. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southwest Georgia Technical College. Refer to Program Accreditation section of handbook for program accreditation status.

Technical Education Guaranteed

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. These standards allow the Georgia system of technical colleges to offer their business partners this guarantee:

“If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.”

This guarantee is in effect for a period of two years after graduation.

Equal Opportunity Statement of Compliance

Southwest Georgia Technical College is a unit of the Technical College System of Georgia. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College administered programs, including any Workforce Investment Act of 1998

(WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System of Georgia shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

This College is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with Title IX of the Education Amendments of 1972, which prohibits the discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, and with the American With Disabilities Act (ADA).

The following individual has been designated as the employee responsible for coordinating the College's implementation of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972:

Joyce Halstead
Vice President, Student Affairs
15689 Highway 19 N
Building A, Room 266
Thomasville, GA 31792
(229) 225-5062

The following individual has been designated as the employee responsible for coordinating the College's implementation of Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA):

Alison Welch
ADA Coordinator
15689 Highway 19 N
Building A, Room 270
Thomasville, GA 31792
(229) 227-2793

Tobacco Free Campus

SWGTC is a Tobacco Free Campus. The use of tobacco products in any form will not be permitted on the premises of the SWGTC campus and off-campus sites, including grounds and parking lots.

Table of Contents

General Information	8
Student Affairs.....	32
Admissions Information	35
Student Financial Aid.....	53
Tuition and Fees	63
Student Activities	69
Academic Information.....	73
Adult Education and General Education Development (GED)	79
Economic Development.....	82
Academic Programs.....	87
General Education	88
Allied Health Programs.....	90
Business and Computer Technology Programs	139
Professional Services Programs	175
Technical and Industrial Programs	200
Student Handbook.....	230
Course Descriptions.....	276
Personnel/Faculty Credentials	393

Catalog and Student Handbook

The statements set forth in this catalog/handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this College.

While the provisions of this catalog/handbook will ordinarily be applied as stated, Southwest Georgia Technical College reserves the right to change any provision listed in this catalog/handbook, including but not limited to entrance requirements and admissions procedures, courses and programs of study, academic requirements for graduation, fees and charges, financial aid, rules and regulations, and the College calendar, without actual notice to individual students. Every effort will be made to keep students advised of any such changes and to minimize the inconvenience such changes might create for students. Information on changes will be available in the Admissions Office. The most current version of the catalog and all College data may be found on the College website (www.southwestgatech.edu).

It is especially important that students know that it is their responsibility to keep informed of all changes including academic requirements for graduation.

Project Managers:

Sheryl Sealy

Director of Institutional Advancement

Joyce Halstead

Vice President for Student Affairs

Dr. Debbie Goodman

Vice President of Institutional Effectiveness

Dr. Annie Laurie McElroy

Vice President for Academic Affairs

A special thanks to all other faculty and staff who contributed to this catalog/handbook.

General Information



Mission Statement

Southwest Georgia Technical College is a public two-year technical college with the mission to provide learner-centered and high-quality services, courses, and programs through both distance and traditional delivery methods. These services, courses, and programs develop individual skills and abilities, provide for intellectual and career development, and meet the needs of business and industry. Achievement of this mission promotes economic growth and development and improves the quality of life for individuals and the community.

Vision

Southwest Georgia Technical College envisions itself as an educational leader dedicated to serving students, citizens, business, and industry. The College seeks to change lives by graduating individuals who are academically prepared, technically skilled, community oriented, and socially conscious.

Values

At Southwest Georgia Technical College, we subscribe to values, which are the foundation of how we teach, work, and conduct business. These values provide direction to improve programs and services continually. We believe the following College Values and the supporting behaviors are necessary to accomplish our mission.

Commitment

as demonstrated by

- supporting the vision, mission, philosophy, values, and goals of Southwest Georgia Technical College,
- taking responsibility to accomplish agreed-upon and/or assigned work,
- accepting accountability for performance/work results, and
- communicating to students Southwest Georgia Technical College's commitment to student achievement.

Integrity

as demonstrated by

- modeling and promoting ethical behavior,
- protecting entrusted confidential information,
- providing accurate and timely information,
- seeking to understand the perspective of others, and
- conveying a sense of proprietorship by responsible use of Southwest Georgia Technical College resources.

Team Work

as demonstrated by

- acknowledging, accepting, and actively supporting the team and its members,
- expressing opinions regarding problems/issues and offering solutions in a professional manner,
- aligning professional goals with team goals, and
- sharing responsibility for the team's accomplishments and decisions.

Excellence

as demonstrated by

- representing Southwest Georgia Technical College in a positive, professional manner,
- being flexible, innovative, and adaptive to change,
- exceeding job expectations,
- seeking continuous self-development,
- helping others in their professional development, and
- enhancing the quality and effectiveness of programs and services.

Respect for the Individual

as demonstrated by

- respecting and utilizing the multiple perspectives of our diverse population,
- interacting with students and staff in a courteous, professional manner,
- demonstrating respect by listening to others with a willingness to understand their points of view,
- incorporating the College Values in working with others, and
- exhibiting trust and confidence in the abilities of others.

Philosophy

All education, training, and related services provided by Southwest Georgia Technical College are based on the following beliefs:

- Every person has the right to develop skills and knowledge commensurate with today's constantly changing job market.
- Acknowledging that each individual is unique and contributes to the learning and working environments, the College embraces diversity through acceptance, respect, and understanding of individual differences.
- Education improves the quality of life and the economic well-being of the citizens.
- Through high quality competency-based education that simulates the world of work, graduates will enter and progress successfully in their chosen careers.
- Education is a lifelong process that requires articulation of all learning experiences and a commitment to continuous improvement.
- The employment and training needs of business and industry provide a basis for programs offered.
- Education, technical training, and related services are consistent with the needs, interests, and abilities of students.

- The keys to successful programs and community outreach services are competent and qualified staff, modern physical facilities, up-to-date equipment, and diverse modes of instructional delivery.
- Regular assessments of staff, facilities, equipment, and instructional delivery modes are conducted to insure and enhance continuous improvement of programs and services.
- Every member of the faculty and staff are afforded opportunities for professional growth and development.
- Abilities, skills, and work ethics contribute to successful employment and a productive life.
- High expectations result in high performance; therefore, desired learning outcomes for students reflect standards commensurate with quality achievement.

History—Celebrating 62 Years!

Southwest Georgia Technical College is located in Thomasville, Georgia, within Thomas County at 15689 U.S. Highway 19 North. In addition, the College operates two off-campus sites: Southwest Georgia Technical College of Mitchell County, located at 44 South Ellis Street, Camilla, Georgia; and Southwest Georgia Technical College of Grady County, located at 1550 Highway 84 West, Cairo, Georgia. The College also holds classes at area high schools and at business and industry sites. The College currently serves primarily the citizens of Grady, Mitchell, and Thomas counties. Southwest Georgia Technical College bears a rich history that has evolved as the result of strong community interest and support in providing quality education to its citizens.

A group of businessmen formed a committee in the mid 1940s for the purpose of assisting veterans returning from the war in making a transition from military to civilian life. On April 1, 1947, the Thomas County Vocational School opened for business. This committee of businessmen, known as "The Christian Service Committee," solicited support and funding for a resident school housed in the decommissioned Air Base in Thomas County.

Twenty-three men enrolled under the direction and instruction of seven staff members. A total of \$34,000 was raised locally for start-up. The first programs offered included Auto Mechanics, Electrical Wiring, Construction

(including Carpentry and Cabinetmaking), Machine Shop and Welding, and Sheet Metal Fabrication.

In July 1952, a new facility was constructed in Thomasville, and half-day classes were made available to students attending Thomasville and Douglass High Schools. Enrollment increased to 174 students and three new programs were added.

In 1958, Thomas County Vocational School received recognition at the state level and was designated as an official location. In July 1963, doors opened for students at two facilities: the Highway 19 Division and the Walton Division. Segregation was the issue that brought two divisions and the two facilities to Thomasville at a total cost of \$445,000. In 1965, the two area schools were combined to become a single institution, Thomas Area Technical School (Highway 19 and Walton divisions). The Walton Division is named in honor of the late Dr. M.L. Walton, prominent dentist and outstanding community leader.

In 1972, the Paul G. Sewell Vocational Center was completed. Paul G. Sewell was the Center's first director. The completion cost was one million dollars, and the operating budget had grown to \$561,856. Alton Salter was named director after Sewell retired in 1975 and served through December 1978. Thomas Area Technical Institute achieved accreditation in December 1973 by the Commission on Occupational Education Institutions (now the Commission of the Council on Occupational Education). By 1975, nineteen programs were available, and full-time enrollment soared to over 900. In 1978, enrollments began to show decline. Charles R. DeMott became acting director in January 1979 and was named director in March 1979.

In July 1987, the Paul G. Sewell Vocational Center, under the governance of the Thomasville City School System, was transferred to the State Board of Postsecondary Vocational Education and renamed Thomas Technical Institute. The State Board of Postsecondary Vocational Education became the Board of Technical and Adult Education in 1988, and Charles R. DeMott was named President. In 1989, Thomas Technical Institute expanded its programming to include Adult Literacy.

In 1993 and 1994, Thomas Technical Institute was approved by the State Board to offer its first associate of applied technology degree programs and added a number of certificate level programs to compliment existing diploma programs. Certificate programs require no less than 15 credit hours

and no more than 59 credit hours. The first associate degree program to enroll students was Agricultural Technology. It began January 1994.

Funding was obtained in 1993 to build an allied health education facility on the Highways 19 and 319 sites. Groundbreaking for the Elsie P. Hand Allied Health Building was held on October 11, 1994, and the building was occupied in January 1997. Funding was obtained in 1996 to renovate and add space to the Sewell Building to house the Library/Media Services Center. The 8,770 square foot construction project was completed February 1998. Funding was obtained in 1998 for an off-campus site of Thomas Technical Institute in Camilla. Occupation of the Mitchell County Technical Education Center, a Division of Thomas Technical Institute, occurred January 1999.

Beginning in 1995 and extending to the fall of 1997, Thomas Technical Institute went through a self-study accreditation process with the Southern Association of Colleges and Schools: Commission on Colleges (COC). Thomas Technical Institute was voted into membership by the Commission on Colleges of the Southern Association of Colleges and Schools in December 1997 with accreditation retroactive to January 1, 1997. Achieving COC accreditation indicated that Thomas Technical Institute reached a new quality benchmark of excellence. Thomas Technical Institute continued to be accredited by the Commission of the Council on Occupational Education (COE). In December 1998, the institution hosted a COE substantive change committee obtaining approval to operate the off-campus site, Mitchell County Technical Education Center, a Division of Thomas Technical Institute. Approval by COE was granted during 1999. The Institute hosted a COE reaffirmation of accreditation visiting team on October 21 -25, 1999, and its COE accreditation was reaffirmed February 8, 2000.

In July 2000, Georgia legislation renamed the state's eligible technical institutes as technical colleges, thus providing the catalyst for a name change that would be more reflective of the region that the Institute serves. On July 6, 2000, the State Board of Technical and Adult Education voted to rename Thomas Technical Institute as Southwest Georgia Technical College (SWGTC).

In December 2000, the State Board of Technical and Adult Education approved Commissioner Breeden's recommendation of the appointment of Dr. Freida H. Hill as President of Southwest Georgia Technical College, effective January 1, 2001, upon Mr. Charles R. DeMott's retirement.

On May 3, 2001, the State Board approved a new mission for the College which includes provisions for implementing web-based courses. The State Board also approved the renaming of the Mitchell County Technical Education Center to Southwest Georgia Technical College of Mitchell County. The State Board also approved the establishment of a Grady County site and named it Southwest Georgia Technical College of Grady County. The College hosted a COE substantive change committee December 2001 obtaining approval to operate the off-campus site, Southwest Georgia Technical College of Grady County. Approval was granted by COE February 25, 2002.

March 25, 2002, the Georgia Legislature approved an \$11.75 million dollar expansion for the College. A new two-story classroom/student affairs/administration building and renovation of the Sewell Building would utilize \$11,000,000, and \$750,000 would be provided to build a permanent classroom facility in Grady County.

On December 3, 2002, area legislators and Commissioner Kenneth Breeden were on hand to assist President Hill, the Board of Directors, the Foundation Trustees, students, faculty, and staff with tossing the first shovels of dirt, celebrating the official groundbreaking for the 54,000 square foot classroom/student affairs/administration building.

On December 11, 2002, the Southern Association of Colleges and Schools, Commission on Colleges voted to reaffirm the College's accreditation.

On January 17, 2003, the Georgia Board of Nursing gave final approval for the College to offer the Associate Degree Nursing program, making Southwest Georgia Technical College one of only four technical colleges in the state to offer the program and the only technical college in South Georgia.

On May 24, 2004, area legislators and Commissioner Kenneth Breeden joined President Hill, the Board of Directors, the Foundation Trustees, students, faculty, and staff for an official groundbreaking ceremony for the new home of the Grady County campus. Roddenbery family members and members of the Cairo-Grady County Joint Development Authority were also present for the event. Initial plans provide for a 7,004 square foot classroom building.

November 15, 2004, the Nursing Simulation Lab was dedicated to the Lewis Hall and Mildred Sasser Singletary Foundation.

The State of Georgia completed the purchase of 2.3 acres of Highway 19 property on February 11, 2005. This property is located between two of the College's existing buildings, the Sewell Building and the Administrative and Classroom Building and contains a 12,037 sq. ft. one story building. The purchase of the property completes the property acquisition along Highway 19 as called for in the College's master plan and allows the College to have continuous Highway 19 frontage. The purchase of this property was approved by the Department of Technical and Adult Education at its meeting on July 8, 2004.

On February 24, 2005, the National League for Nursing Accrediting Commission, Inc. approved the Associate Degree Nursing program for initial accreditation.

Dr. Freida Hill was called by the Department of Technical and Adult Education Commissioner Michael Vollmer to serve in a temporary assignment as Assistant Commissioner for the Office of Technical Education as of July 1, 2005. Dr. Ron Carney, Vice President of Administrative Services, was named Acting President.

On July 22, 2005, the Georgia Board of Nursing granted full approval to Southwest Georgia Technical College's Associate Degree Nursing program.

Major renovation of the Sewell Building began September 12, 2005.

May 23, 2005, area legislators and Commissioner Mike Vollmer joined President Freida Hill, the Board of Directors, the Foundation Trustees, students, faculty, and staff for the official grand opening of the 54,000 square foot classroom/student affairs/administration building.

On December 6, 2005, the College showcased its new Welding and Joining Technology training lab at an open house. The new lab also serves the technical certificate of credit program Basic Machining, which served its first students spring quarter, 2006.

The Southwest Georgia Technical College Foundation unveiled the Donor Wall honoring the College's 2005 contributors as well as cumulative donations in amounts of \$5,000 and higher on February 16, 2006.

Dr. Freida Hill accepted the permanent position as Assistant Commissioner for the Office of Technical Education effective April 1, 2006. Lorette Hoover, Vice President of Instruction, was named Interim President. The Presidential Search was initiated April 12, 2006.

The College hosted an open house and ribbon cutting at its off-campus site in Camilla on April 24, 2006. The College celebrated the completion and opening of the Cosmetology Program addition.

On September 1, 2006, Dr. Glenn A. Deibert became the President of Southwest Georgia Technical College.

Renovations were completed on the Sewell Building (Building D) on December 13, 2006, and after installing equipment and furniture, classes began in the facility on April 4, 2007.

The College received approval on November 15, 2006, from the Southern Association of Colleges and Schools: Commission on Colleges to offer 50% or more credits of programs in an online format.

On May 1, 2007, Southwest Georgia Technical College marked its 60th Anniversary with an open house reception (hosting the Chamber of Commerce's Business After Hours function) in the newly opened Sewell Building.

On May 13, 2008, Governor Sonny Perdue signed into law legislation that changed the state technical college system's official name from the Department of Technical and Adult Education (DTAE) to the Technical College System of Georgia (TCSG), effective July 1, 2008.

Governor Sonny Perdue signed into law House Bill 990 on May 14, 2008, which authorized Georgia's Fiscal Year 2009 Budget. Included in the budget was \$12.76 million in funding for the construction of the SWGTC Health Science Building.

On July 22, 2008, construction began on a new Automotive Technology classroom on Main Campus. The total cost was \$575,205. An open house was held April 15, 2009.

A new classroom building and high bay area were opened on October 7, 2008 in Grady County. Programs that were selected to be offered at the Grady County Campus included Practical Nursing, Criminal Justice Technology, Business Administrative Technology, and Early Childhood Care and Education.

Southwest Georgia Technical College and Valdosta Technical College announced a collaborative that would bring the College's Associate Degree Nursing Program to the Valdosta Technical College campus beginning Fall Quarter 2009.

Credit programs, the adult education classes, continuing education, and business and industry service programs contributed to the annual enrollment of 3,536 students in 1995; 3,743 in 1996; 4,434 in 1997; 6,356 in 1998; 7,316 in 1999; 4,935 in 2000; 5,790 in 2001; 5,436 in 2002; 5,559 in 2003; 6,062 in 2004; 5,890 in 2005; 4,835 in 2006; 5,064 in 2007; and 4,953 in 2008.

Location

Southwest Georgia Technical College is located in Thomasville, Georgia. The Main campus is located at 15689 U.S. Highway 19 North. This is in the northern portion of the city at the intersection of Highways 19 and 319. The College is comprised of nine (9) academic buildings at three locations. The Classroom and Administration Building A, Building B, the Elsie P. Hand Allied Health Building C, the Paul G. Sewell Building D, and the Technical and Industrial Building E are located on the Main Campus. Two buildings are occupied at Southwest Georgia Technical College of Mitchell County, located in Camilla, Georgia at 44 South Ellis Street, approximately 30 miles north of the main campus. Southwest Georgia Technical College also occupies two buildings at Southwest Georgia Technical College of Grady County located at 1550 Highway 84 West, Cairo, Georgia, approximately 18 miles west of the main campus. SWGTC also holds credit courses and provides services at area high schools and at business and industry sites. Adult education sites can be found in Grady, Mitchell, and Thomas counties.

College Goals

1. Provide high-quality instructional courses and programs that serve the intellectual and career needs of individuals and the needs of business and industry.
2. Provide advanced technology and infrastructure to support teaching, learning, and administrative functions.
3. Provide comprehensive services and resources to promote student success.
4. Provide quality training programs to serve the needs of individuals and to promote economic development of business and industry.

5. Maintain an ongoing research-based system of assessment, planning, and budgeting to achieve expected outcomes.
6. Develop mutually beneficial partnerships to secure contributions from business and industry, public-sector sources, private foundations, and individuals.

Role and Scope

The College's strategy of diversified growth of credit and non-credit programs and services provides access to higher education for a diverse population seeking intellectual and technical education. The following programs and services are offered through diverse modes of delivery:

General Programs/Services

Associate Degree Programs provide students with general education competencies and technical skills for current and future employment and education at the associate degree level. Students are awarded an Associate of Applied Science Degree or an Associate Degree in Nursing.

Diploma Programs provide students with technical training and general education skills required for employment and career growth.

Technical Certificate of Credit Programs provide alternatives to the diploma or degree programs and are designed to meet the needs of businesses, industries, or individuals desiring short and specific training programs.

Library/Media Services provide students, faculty, staff, and business and industry with a broad range of resources that include references, media, technology, equipment, library orientations, instructional support, and assistance to support all areas of the curricula. In addition, the Library/Media Services Department provides space for study, computer utilization, and meeting facilities. Resource collections tailored to specific curriculum are located at College facilities in Cairo and Camilla and at other locations where SWGTC classes are taught.

Economic Development provides personal, professional, occupational training, and workforce development opportunities to individuals, businesses, agencies, and industries. It also provides custom-designed training

and seminars to meet the specific training needs of businesses, agencies, and industries.

Student Affairs

Student Affairs provides students with support services and activities to ease the transition into higher education, to maximize chances for success, and to enhance the potential of personal preparedness.

Recruitment activities provide prospective students with information concerning the College and programs of study; tours of campus; shadowing opportunities; career exploration opportunities; admissions testing services; and presentations to primary and secondary schools, civic groups, and other organizations.

Admissions services include providing students with admission and testing information; assisting students in submitting admission applications; and making admissions decisions.

High School services include providing career development services, admissions testing and reporting, and Dual, Joint, and ACCEL enrollment opportunities.

Financial Aid provides students with information, application instructions, and assistance in applying for federal, state, and local grant and scholarship funds. Referrals may also be made to the Workforce Investment Act program.

Retention services provide students with resources that will assist them in completing their program of study and/or career objective. Retention activities include tutoring services, book loan, "Lunch and Learn" seminars, counseling services, and referral services based on individual need.

The Tutoring Center offers to all SWGTC students program-related tutorial services and workshops covering a variety of topics.

Counseling services include assistance in career development and choosing a program of study; survival skills for students; and limited personal counseling services. Staff may refer students to various medical and community organizations for additional assistance.

Special Population Support Services provide services, reasonable accommodations for students who have a documented disability in compliance with Section 504 of the Rehabilitation Act of 1973 and the

Americans with Disabilities Act of 1990, and services for other special populations including: 1) single parents, including single pregnant women; 2) displaced homemakers; 3) individuals preparing for nontraditional fields; 4) individuals from economically disadvantaged families, including foster children; and 5) individuals with limited English proficiency.

Student Records provides students with schedules, grades, enrollment verification, and College transcripts through the student information system; processes transcript and transient letter requests; evaluates and transfers credits from previous colleges; processes Graduation Requests; and awards and distributes degrees, diplomas, and certificates.

Job Placement services are provided for all students and alumni seeking employment. Services provided include resume review, mock interview opportunities, and traditional placement services.

Student Activities include several College-wide student clubs such as SkillsUSA, Phi Beta Lambda, National Technical Honor Society, and Student Council. Activities include the Georgia Occupational Award of Leadership (GOAL), Student Appreciation Days, and Wellness Seminars. The student body plays an active role by serving as Ambassadors, by serving on advisory committees, by responding to surveys, and becoming active in Student Council.

Learning Support Services

Learning Support Courses assist students in improving their academic and personal preparedness for entering a program of study.

Adult Education provides individuals a variety of locations and times to take advantage of assistance/training in the following areas: Beginning Adult Basic Education, Intermediate Adult Basic Education, Adult Secondary Education, English Literacy, and GED® Testing.

Workforce Investment Act (WIA) provides financial assistance and counseling services to students meeting residency requirements who are economically disadvantaged, educationally disadvantaged, underemployed, and/or dislocated workers.

Program Accreditation

Program	Accrediting or Certifying Agency	Status
Air Conditioning Technology	HVAC Excellence Home Office 1701 Pennsylvania Ave NW Washington, DC 20006 Tel: (800) 394-5268 Fax: (800) 546-3726 http://www.hvacexcellence.org/	<i>Accredited</i>
Main Campus		
Associate Degree Nursing	Georgia Board of Nursing 237 Coliseum Drive Macon, Georgia 31217 Phone: 478-207-1640 http://sos.state.ga.us/plb/rn	<i>Approved</i>
Main Campus and Valdosta		
Technical College site	National League for Nursing Accrediting Commission 3343 Peachtree Road, NE, Suite 500 Atlanta, Georgia, 30326 Phone: 404-975-5000 Fax: 404-975-5020 http://www.nlnac.org	<i>Accredited</i>
Automotive Technology	National Automotive Technicians Education Foundation, Inc. 101 Blue Seal Drive, S.E., Suite 101 Leesburg, Virginia 20175 Phone: 703-669-6650 Fax: 703-669-6125 http://www.natef.org	<i>Master Certified</i>
Main Campus		

Certified Nursing Assistant	<p>Georgia Medical Care Foundation 1455 Lincoln Parkway Suite 800 Atlanta, Georgia 30346 Phone: 800-982-0411 Fax: 678-527-3001 http://www.gmcf.org</p>	<i>Approved</i>
Clinical Laboratory Technology Main Campus	<p>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, Illinois 60018-5119 Phone: 773-714-8880 Fax: 773-714-8886 http://www.naacls.org</p>	<i>Accredited</i>
Medical Assisting Main Campus	<p>SWGTC's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recom- mendation of the Medical Assisting Education Review Board (MAERB).</p> <p>CAAHEP 1361 Park Street Clearwater, Florida 33756 Phone: 727-210-2350 http://www.caahep.org</p>	<i>Accredited</i>
Paramedic Technology Main Campus	<p>Georgia Department of Human Resources Office of Emergency Medical Services 2600 Skyland Drive - Lower Level Atlanta, Georgia 30319 Phone: 404-679-0547 http://ems.ga.gov</p>	<i>Approved</i>

Pharmacy Technology
Main Campus
 American Society of Health-System Pharmacists
 7272 Wisconsin Avenue
 Bethesda, Maryland 20814
 Phone: 301-657-3000
 Fax: 301-664-8877
<http://www.ashp.org>
Accredited

Practical Nursing
Main Campus and Grady County site
 Professional Licensing Boards Division
 Georgia Board of Examiners of Licensed Practical Nursing
 237 Coliseum Drive
 Macon, Georgia 31217-3858
 Phone: 478-207-2440
<http://sos.state.ga.us/plb/lpn>
Approved

Respiratory Care Technology
Main Campus
 Committee on Accreditation For Respiratory Care (CoARC)
 1248 Harwood Road
 Bedford, Texas 76021-4244
 Phone: 817-283-2835
<http://www.coarc.com>
Accredited

Surgical Technology
Main Campus
 Accreditation Review Committee on Education in Surgical Technology
 6 West Dry Creek Circle,
 Suite 210
 Littleton, Colorado 80120-8031
 Phone: 303-694-9262
 Fax: 303-741-3655
<http://www.arcst.org>
Accredited

CAAHEP
 1361 Park Street
 Clearwater, Florida 33756
 Phone: 727-210-2350
<http://www.caahep.org>
Accredited

Class Schedule

Most classes are scheduled between 8:00 a.m. and 10:00 p.m. according to the contact hours prescribed by the program guide. Clinical hours reflect shifts at clinical sites.

Classes do not necessarily have to meet in the classroom or laboratory area that is usually assigned to the program. Instructors may schedule field trips or live work projects that will be of educational benefit to the students' welfare. It is expected that all students will participate in such projects as assigned by the instructor.

College Calendar

Entrance Dates: The school year at Southwest Georgia Technical College consists of four quarters- summer, fall, winter, and spring—with normal school holidays. A number of programs may be entered at the beginning of each quarter. However, some programs begin on a twice per year or once per year cycle. Check with the admissions office to inquire about program start dates.

Fall Quarter 2009

Quarter begins.....	September 30
Drop Ends	October 5
Add Period Ends	October 6
Current Student Advisement begins	November 18
Thanksgiving Holidays	November 26
Registration for <u>Currently Enrolled</u> Students begins	November 30
Open Registration for New Students.....	December 7
End of Classes.....	December 10
Final Exam Day.....	December 14
School Closed.....	December 24 - January 1
New Year's Day Holiday.....	January 4
Graduation for Summer/Fall Quarter.....	January 21

Winter Quarter 2010

Quarter Begins.....	January 6
Drop Period ends	January 11
Add Period ends	January 12
Martin Luther King Holiday.....	January 18

Current Student Advisement begins	February 16
Registration for <u>Currently Enrolled</u> Students begins	March 2
Open Registration for New Students begins	March 9
End of Classes	March 18
Final Exam Day	March 22

Spring Quarter 2010

Quarter begins	April 5
Drop Period Ends	April 7
Add Period Ends	April 12
Current Student Advisement begins	May 18
Registration for <u>Currently Enrolled</u> Students begins	May 25
Memorial Day Holiday	May 31
Annual Planning (No Classes)	June 1
Open Registration for New Students begins	June 7
End of Classes	June 15
Final Exams	June 16
Graduation for Winter/Spring Quarter	July 22

Summer Quarter 2010

Independence Day Holiday	July 5
Quarter Begins	July 7
Drop Period ends	July 12
Add Period ends	July 13
Current Student Advisement begins	August 17
Registration for <u>Currently Enrolled</u> Students begins	August 25
Labor Day Holiday	September 7
Open Registration for New Students begins	September 2
End of Classes	September 17
Final Exam Day	September 18

The College Calendar is subject to change upon approval by the President.

Please note SWGTC is closed on Fridays.

Frequently Called Numbers

Academic Affairs	225-5059
Adult Education	225-5292
Business Office	225-5204
Classroom & Administration Building	225-4096

Cosmetology	226-9647
Economic Development.....	227-2579
Elsie P. Hand Building	225-5280
Financial Aid	225-5036
General Information	225-4096
Library.....	225-3958
Public Relations/Marketing.....	227-2415
Registrar.....	225-4087
Sewell Building	225-4078
Student Affairs.....	225-5060
SWGTC of Grady County.....	378-2901
SWGTC of Mitchell County.....	522-3640
Technical and Industrial Building	227-2407

Administrative Organization

Southwest Georgia Technical College is under the policy and administrative control of the State Board of the Technical College System of Georgia. This Board was established with the responsibility for the governance and management of all the state-supported technical colleges. The Board executes its responsibilities in two primary ways:

- A. by adopting policies to provide general guidelines for governing the system, and
- B. by electing a Commissioner and, under his/her supervision, presidents of the colleges, who are given the responsibility and the authority for the administration of the system in accord with the adopted policies.

State Board of Technical and Adult Education

Officers: Commissioner Ronald W. Jackson
 Mr. Dean Alford, Chairman
 Mr. Paul Holmes, Vice Chairman

First Congressional District

Mr. Ben I. Copeland, Sr.

Second Congressional District

Sandra B. Reed, M.D.

Third Congressional District

Vacant

Fourth Congressional District

Mr. Dean Alford

Fifth Congressional District

Mr. Don L. Chapman

Sixth Congressional District

Mr. Carl E. Swearingen

Seventh Congressional District

Mr. Michael L. "Sully" Sullivan

Eighth Congressional District

Mr. L. McGrath Keen, Jr.

Ninth Congressional District

Mr. Stephen W. Gooch

Tenth Congressional District

Mr. Cedric J. Johnson

Eleventh Congressional District

Mr. Otis Raybon, Jr.

Twelfth Congressional District

Mr. Tommy David

Thirteenth Congressional District

Mr. John H. "Pepper" Bullock

Members-at-Large

Mr. Shaw Blackmon

Ms. Lynn Cornett

Mr. Michael C. Daniel

Ms. Mary Flanders

Mr. Paul Homes

Ms. Ann Purcell

Ms. Sylvia E. Russell

Mr. Earl E. Smith

Mr. Ben J. Tarbutton, Jr.

Local Board of Directors

Southwest Georgia Technical College is governed by a Board of Directors composed of seven members who were nominated for their positions by area industry and educational officials. Each member was selected and approved by the State Board of Technical and Adult Education.

The Board of Directors meets monthly. It sets policy for the College consistent with policies established by the State Board. Responsibilities include reviewing and approving goals and objectives, short and long-range plans, facilities expansion, program additions and changes, and the annual budget before submission for approval by the State Board.

Southwest Georgia Technical College Board of Directors

Grady County:

Mr. Charles Stafford

Mitchell County:

Mr. David S. Burton
Mr. Ray Muggridge

Thomas County:

Ms. Frances B. Milberg, Chair
Ms. Julia A. Singletary, Vice Chair
Ms. Kha M. McDonald
Mr. Zachariah P. Wheeler

Faculty

Faculty members of Southwest Georgia Technical College are subject to standards which are equivalent to those required in other college supported by public funds. Each faculty member is experienced in his/her respective field and maintains high standards of instruction. Thus, faculty members not only possess significant experience and occupational competence, but also professional teacher training.

Curriculum

The curriculum of Southwest Georgia Technical College is designed to meet the demands of business and industry in the area, as well as of the state and nation in light of population trends, industrial growth, employment potential, and present and future job needs.

Advisory Committees

Each instructional department of the College maintains contact with private industry through its advisory committee. An advisory committee is a group of competent and respected businessmen and women in the profession who are interested in the College's mission to provide high quality educational courses, services, and training programs through both distance and traditional delivery methods. Program advisory committees contribute substantially as consultants in the following areas: current industrial needs related to job skills, job placement, and follow-up surveys of College graduates.

Credentials Awarded

Southwest Georgia Technical College offers associate degree, diploma, and technical certificates of credit level programs of study. The Economic Development department offers courses for CEU and PLU credit, as well as noncredit courses and seminars.

Health Services

As a nonresident school, Southwest Georgia Technical College expects students to secure medical services through a private physician. In case of a serious accident or illness, Southwest Georgia Technical College will refer a student to the nearest hospital for emergency care. It is understood that the student or parent will assume full responsibility for cost of such emergency care at the hospital including ambulance charges if, in the opinion of school officials, such service is necessary.

Housing and Food Facilities

No housing facilities are provided by Southwest Georgia Technical College. It is recommended that students obtain information regarding housing through local newspaper advertisements and real estate agencies.

A snack area is located in most facilities. Students may leave campus for lunch or dinner if they choose.

Bookstore

A bookstore is located in Building A. The bookstore is open daily from 8:00 a.m. to 6:00 p.m., Monday through Thursday. The bookstore is also open evening hours at the beginning of each quarter and on an "as needed" basis thereafter as approved by the Vice President of Administrative Services.

Refund on Books

There are no refunds for used books. Books that are soiled, scratched, written in or different in any way from new books are considered used. Book refunds are handled through the office where they were purchased. Requests for refunds must be made within 15 days of the date of purchase and the receipt showing proof of purchase is required. Do not write in books until you are sure you are going to keep them. Books that have been written in cannot be returned to the bookstore.

Campus Security

In concurrence with Public Law 101-542, annual crime statistics are compiled and distributed to students and employees each quarter. Statistics are available upon request at the Admissions Office and on the College web site: www.southwestgatech.edu

Policies and procedures for handling crime on campus have been developed and are available, upon request, in the Admissions Office.

Student Affairs



Student Affairs

Orientation

In order that new students may be fully informed and aware of all phases of school life, an orientation program is provided upon enrollment. The orientation of new students at Southwest Georgia Technical College is accomplished in two (2) ways. A group orientation program for all new students is held before the beginning of each quarter. Southwest Georgia Technical College staff members discuss financial aid, career placement services, counseling services, the calendar of events for the quarter, work ethics, student right to know, and other support services. Each student receives a "Student Catalog/Handbook" and has an opportunity to ask questions. Students who are unable to attend the on-campus orientation sessions may view the orientation presentation online by accessing the College website.

The second phase of the orientation process is conducted by the program instructors. This allows new students to meet some of their instructors and learn more about specific programs. Program requirements, safety rules, and policies and procedures are explained and questions are answered.

Counseling Services

Southwest Georgia Technical College provides counseling services to any student who requests assistance with problems or who may be referred for assistance by a staff member. Counseling is strictly confidential. Referrals to community agencies will be arranged upon the request of the student.

A College Counselor and Career Advisors are available to assist applicants and students in selecting a career. Career assessment programs are available to assist those who are undecided about a career or who wish to make a program change. Assessments may be accessed by contacting the College Counselor or by logging on to the Counseling page of the College website. Students may also stop by Student Affairs located in Building A or call (229) 227-2793 to schedule an appointment.

Special Needs Services

Services/accommodations may be made available to those students who self-identify and provide appropriate documentation of their disabilities. All services are provided at no charge to qualified students. Southwest Georgia Technical College strives to provide reasonable, quality services/accommodations based upon the nature of the disability, the cost of the accommodation needed, and the availability of financial resources within the College and from other agencies. The type of service/accommodation provided will not be disruptive and will not fundamentally alter the nature of the program.

Services available may include: registration assistance, campus orientation, test modification, recording/enlarging reading materials, accessible parking, counseling, special equipment, and others.

For assistance, students may request services through the Counseling Office in Student Affairs. Students should request accommodations prior to beginning school.

Career Placement and Follow-Up

The objective of Career Services, a unit of Student Affairs, is to assist students, graduates, and alumni in locating gainful employment in the field for which they have been trained. The Director of Career Placement and Development maintains communication with employers and with employment resources to inform students of available employment opportunities. Career services are available to all students and alumni. Southwest Georgia Technical College will assist all students in every way possible to find employment. Assistance with resume and cover letter writing, interviewing techniques and job search strategies, and information on current job openings in the area are available. Computers with Internet access and other additional resources are available in the Career Center, located in Student Affairs (Building A). For more information, contact the Director of Career Placement and Development in Building A, Room 257, or call 227-2668 to schedule an appointment.

As an aid in evaluating the effectiveness of course offerings, the instructional staff is furnished feedback information obtained by contacting graduates and their employers through follow-up surveys. This is done annually and results are available in Student Affairs.

Students' Right To Privacy

Student Records

In accordance with provisions of the federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Southwest Georgia Technical College accords all the rights under the law to students. No one outside the College shall have access to any information from students' educational records without the written consent of students, except the following:

- college personnel
- officials of other colleges in which students seek to enroll
- persons or organizations providing student financial aid
- accrediting agencies carrying out their accreditation function
- persons in compliance with a judicial order
- persons in an emergency in order to protect the health or safety of students or other personnel

Within the College, only those staff members, individually or collectively, acting in the student's educational interest are allowed access to student educational records. These staff members include administrators, financial aid and academic personnel, and all are held within a need-to-know limitation.

Directory Information

At its discretion, Southwest Georgia Technical College may release directory information according to the provisions of the Family Educational Rights and Privacy Act. Directory information includes the following:

- name of student
- address
- telephone number
- date of birth
- program of study
- dates of attendance
- email address
- enrollment status (full time/part time)
- degree, diploma, or certificate received
- photograph
- honors and awards received

Any student who objects to the release of directory information must notify the Registrar's Office in writing, clearly stating what directory information they do not wish to have released.

Campus Visits

Southwest Georgia Technical College encourages prospective students, interested industrialists, and citizens to visit and see the facilities. Students are invited to visit the facilities individually, with parents or friends, or in groups scheduled by the high school. All visitors who desire a tour are asked to contact Student Affairs staff prior to the visit, so arrangements can be made for an organized tour. Call 225-5060.

Admissions Information

The Admissions requirements and procedures established at Southwest Georgia Technical College are not designed to be a hindrance or barrier to enrollment in a program. They are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results and other appropriate evaluations. They follow the guidelines developed by the State Board of the Technical College System of Georgia and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available.

1. Admission to Southwest Georgia Technical College is not a guarantee of admission to an Associate degree, diploma, or technical certificate program. The admissions process encourages students to enter programs in which they have a reasonable expectation of success.
2. Admission to specific programs requires that the applicants have adequate educational preparation, as measured by satisfactory admission placement scores, and have completed all admission requirements. When scores on the admission placement exam and/or evaluation of admission information indicate that an applicant is not prepared to enter a particular program, the applicant will be offered the appropriate course or courses to provide the needed preparation. Many of the College's Allied Health programs have competitive admissions criteria including but not limited to: admissions scores, GPA, and weighed scoring combinations whereby the top ranked students are

admitted to the program. Information on entrance standards required for programs and other requirements unique to each program may be obtained in the Admissions Office.

3. Applicants furnishing false, incomplete, or misleading information will be subject to rejection or dismissal without a refund.
4. All documents submitted become the property of Southwest Georgia Technical College and will not be returned to the applicant. Documentation will be properly disposed of in 1–5 years.

Admissions Program Requirements for Associate Degrees, Diploma, and Technical Certificate of Credit Programs

Admissions requirements for some programs vary. Please refer to specific program information in this catalog to obtain exact entrance requirement information.

Education

A high school diploma or the equivalent (GED) is required for admission to all associate degree programs, diploma programs, and designated technical certificate of credit programs. In order to be accepted by SWGTC, the applicant must have been awarded a high school diploma from a secondary school that is accredited by regional accrediting associations that are part of the Commission on Colleges (such as the Southern Association of Colleges and Schools, the Georgia Accrediting Commission, and the Georgia Association of Christian Schools, the Association of Christian Schools International, the Georgia Private School Accreditation Council, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools, the Florida Council of Independent Schools and the Distance Education Training Council, or from a public school regulated by a school system and state department of education.

Applicants of home schools who did not attend a recognized accredited program must adhere to the following alternative path for admission:

- Submit a letter from the local superintendent's office verifying that the parent or legal guardian notified the superintendent of intent to

home school and must also verify that the parent or legal guardian submitted the required attendance reports to the superintendent's office on a monthly basis as required by O.C.G.A. 20-2-690.

- Annual progress reports or final transcript for the equivalent of the home schooled student's junior and senior years. The final progress report should include the graduation date.

The high school graduation/GED admission requirement may be waived for ACCEL, Dual, and Joint Enrollment programs.

Age

Applicants must be at least 16 years of age. (The minimum age for Allied Health Education programs may vary).

Assessment Results

Applicants must make minimum scores in reading, English, and math on the admissions placement exam or one of the approved tests, such as the SAT* or ACT*, to be admitted as regular students (tested within the last five years). Provisional admission is granted to qualified students in some programs. Learning Support admissions is available to students needing learning support courses. Special admission students may not be required to take the admissions test. Special admission status is granted on a space available basis.

Students may retest one time per section prior to enrolling in learning support courses. Students may choose one of two options prior to retesting: (1) utilize the SWGTC Tutoring Lab for eight (8) hours of short-term remediation; or (2) wait 30 days prior to retesting. A retest fee of \$15 per test section (Reading, Writing, Math or Algebra) will be charged.

Students pursuing a degree program who enroll in Learning Support course(s) and who obtain an 80% or higher (A or B) as their grade must receive permission from their instructor prior to retaking designated section(s) of the assessment exam and must achieve the appropriate entry level scores before being regularly admitted to their program of study. Retest(s) are not allowed while students are currently enrolled in Learning Support course(s). Students who have a final grade of less than 80% (B) are not allowed to retest and must retake Learning Support course(s). No retest fee is assessed to students who have instructor approved permission forms.

Students pursuing a diploma or certificate program who enroll and successfully complete Learning Support course(s) are not required to retest before being regularly admitted to their program of study.

Required Scores

Associate Degree	Diploma/Certificate
*Minimum SAT: Verbal 480, Math 440	Verbal 430, Math 400
*Minimum ACT: 20 Composite score	English 18, Math 16

Additional Requirements

Health: Physical examinations for most Allied Health Education applicants are required after official acceptance to the program. Physical forms will be issued at the proper time.

Criminal background checks: Required by most Allied Health Education programs, Criminal Justice Technology, and Early Childhood Care and Education.

Admissions Procedures

1. Submit an application and \$20.00 application fee. This is a non-refundable, one time fee. The application fee can be paid via online, telephone, walk-in or mailed to:

Admissions Office
Southwest Georgia Technical College
15689 U.S. Hwy 19 N
Thomasville, Georgia 31792

2. Submit an official High School or GED Transcript and official transcripts from all colleges attended for credit. A GED or high school diploma (verified by an official transcript including graduation date and diploma type) will be required for admission to SWGTC, unless otherwise specified by the program's standards. Certificates of attendance or special education diplomas are not recognized for admission purposes. Students with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from

all previously attended colleges accredited by an accepted accrediting agency in lieu of a GED or high school diploma.

3. Applicants who have not taken an admissions placement exam (APE) within the last five (5) years may be required to do so. Acceptable SAT or ACT scores may be substituted if taken within the last five (5) years.

Note: Students or applicants who have successfully completed with a "C" or better transferable English and math courses from a regional or national accredited college, university, or other post-secondary institution recognized by the U.S. Department of Education at the time the coursework was completed, may be exempt from the admissions placement exam. These courses must be the equivalent to the entry-level English and math courses required in the applicant's chosen program of study. *There is no time requirement on these courses for most programs. For all Allied Health programs, there is a five (5) year time limit in the areas of mathematics and sciences.

*See transfer credit policy.

4. Students preparing to enter (taking courses for) a diploma or associate degree Allied Health program must complete all AHS and prerequisite courses within five (5) years and two attempts.
5. Official notification of acceptance is given to the applicant upon completion of all the above items.
6. Report for orientation when requested.
7. **Competitive Admissions:** Several of our Allied Health Education programs are based on competitive admissions criteria. Applicants applying for one of these programs will need to complete a separate Competitive Admission Application by the posted program deadline date. Quarterly program deadline dates are listed on the bottom of the Competitive Admission Application. Applicants without a separate Competitive Admission Application on file will NOT be considered for competition. Applicants may contact the program advisor or admissions office for more details.
 - Some programs have additional requirements or prerequisite courses that must be taken prior to taking technical courses

or receiving official acceptance to the program. Completion of prerequisite courses does not guarantee program admission. Advisors will discuss these requirements with their students. Decisions on acceptance are made on case-by-case and program-by-program basis.

Admissions Appeal

Applicants have the right to appeal an admission decision to Southwest Georgia Technical College. Appeals should be made in writing to the Vice President for Student Affairs of Southwest Georgia Technical College within three (3) working days of receiving notification of admission status. The written document must include specific details supporting the appeal.

Admissions Categories

1. Admission to Southwest Georgia Technical College will be in one of the following categories:
 - a. Regular Status
 - b. Provisional Status
 - c. Learning Support Status
 - d. Special Admit Status
 - e. Transient Status
 - f. Dual Status
 - g. ACCEL Status
 - h. Joint Status
2. Minimum admissions requirements are implemented for each standard associate degree, diploma, or technical certificate of credit program.

Regular Admissions

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission.

1. Regular admission of students to a degree or diploma program is contingent upon their meeting statewide minimum admissions requirements and institutional requirements established for that specific program as outlined in the SWGTC catalog; completion of a high school diploma program or its equivalent; and proper completion of application and admission procedures.

2. Regular admission of students to a certificate program is based upon the admission requirements stated in the TCSG State Board approved Technical Certificate of Credit Program.
3. Regular admission of transfer students to a program is contingent upon their meeting the following requirements:
 - Regular admission and good standing at a regionally or nationally accredited diploma or degree granting institution; and
 - Proper completion of application and admission procedures.

Provisional Admissions

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take Learning Support classes and certain specific occupational courses as long as class pre- and co-requisites are satisfied.

1. Provisional admission of students to a program for which assessment is required is based on an evaluation of assessment instrument scores and upon proper completion of application and admission procedures.
2. Provisionally admitted students will satisfy Learning Support requirements and/or may take certain specified occupational courses as designated in the program-specific standards.
3. All degree, diploma or certificate program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and Learning Support coursework in order to progress through the State standard curriculum.

Learning Support Admissions

Applicants who score below the provisional cut scores in English, math and reading are granted Learning Support status or referred to Adult Education. Students with Learning Support status may not take occupational courses until achieving Provisional status.

1. Learning Support admission is granted to students who do not meet the regular or provisional admissions requirements. SWGTC may establish its own placement exam scores in accordance with State minimum scores.

2. If an applicant scores below the recommended level for entry into Learning Support Admissions, referral will be made to the College's Adult Education program.

Special Admissions

The special admissions category is designed to be an admissions method for non-award seeking students who desire credit for course work, which they may complete in a specific program. Regular and provisional students seeking a degree, diploma, or certificate will receive admission priority over special admissions students. The following specifics define the parameters of this classification:

1. Be classified as non-diploma, non-degree, or non-certificate seeking at time of entry by the Admissions Office.
2. Be granted special admit status upon recommendation of the Admissions Office.
3. Student's course work will be recognized on the permanent record and is available through the transcript request process.
4. Receive credit for an unlimited number of courses; but have ability to transfer only 25 credit hours into a specific program of study.
5. Have the prerogative of applying for regular student status but must meet the requirements of the regular student admissions process. The number of hours taken as a special student in no way waives the requirements of the regular admission process.
6. SWGTC financial aid services are not available to students under special admissions status.
7. Adhere to the specific institutional prerequisite and or co-requisite course requirements when selecting courses.

Note: All special admissions students (not seeking an associate degree, diploma, or technical certificate of credit) must submit a completed application with the required fee. It is the responsibility of special admit students to select courses appropriate to their educational and career goals and objectives. Departmental approval will be required for registration in advanced courses with prerequisites. The admission placement exam, guidance, and counseling services are available upon request through the Admissions Office.

Transient Student

A student in good standing at another accredited college may be permitted to enroll as a transient student on a space-available basis at Southwest Georgia Technical College in order to complete work to be transferred back to the home college. A transient student should be advised in writing by the home college concerning recommended courses.

Students wishing to enroll at SWGTC as a transient student must:

1. Submit an application for admission to Southwest Georgia Technical College with a \$20 non-refundable fee.
2. Present a statement or transient agreement from the Registrar or Academic Dean of the home college stating that the student is in good standing and eligible to return to that college. A current statement or transient agreement is required for each term of enrollment.
3. Pay scheduled fees.

SWGTC students wishing to be a transient student elsewhere must be in good standing at Southwest Georgia Technical College. Any student dismissed from a program for the 2nd time due to academic deficiency will be ineligible to receive a letter of transience to transfer to another technical college as the student is not considered to be in good standing. Good standing is defined as having a 2.0 cumulative GPA and being eligible to continue the program. Credit hours earned as a transient student cannot exceed seventy-five percent (75%) of the course work needed for graduation from any certificate, diploma, or degree at SWGTC.

Dual Enrollment

Certificate and Diploma Programs

The purpose of Dual Enrollment is to offer additional educational opportunities for Georgia high school students. Students can earn credit both from high school and from Southwest Georgia Technical College while still in high school. Tuition, fees, and books are available to eligible students enrolled in HOPE eligible programs. Those costs associated with the program not covered by the HOPE Grant will be covered by the College.

If a high school chooses to follow this dual enrollment plan, the specified provisions must be followed. The course specified as Dual Enrollment-HOPE must be a required technical course within a technical certificate of credit or

diploma program awarded by the College. Students may take only program specific courses that are not offered at their high school but have Georgia Department of Education aligned numbers. High school students who enroll as Dual Enrollment-HOPE students must be 16 years of age, must have met all College admission requirements for the selected program of study, and must have the permission of the high school to participate. The intent of the Dual Enrollment-HOPE Program is to offer new opportunities for secondary students rather than duplicate or supplant those programs already offered in the high school. Academic courses are not to be counted as Dual Enrollment-HOPE.

ACCEL

College Level General Education Courses

The purpose of the ACCEL Program is to provide Georgia high school students with the opportunity to earn degree-level credit hours at Southwest Georgia Technical College, as they are simultaneously used to satisfy core curriculum high school graduation requirements. This program offers these students the option to begin working toward a college degree, while still pursuing a high school diploma.

The ACCEL Program is funded by the Georgia Lottery for Education and administered by the Georgia Student Finance Commission. It is designed to provide participating high school students with financial assistance toward the cost of College coursework. In order to be eligible for ACCEL funds at Southwest Georgia Technical College, a student must be 16 years of age, classified as a high school junior or senior, meet College admission requirements for the degree-level courses in the area of Humanities, Social Sciences, Mathematics, or Science, and have the permission of the high school to participate.

Joint Enrollment

The purpose of Joint Enrollment is to offer additional educational opportunities for Georgia high school students. High school students participating in Joint Enrollment must be enrolled in a diploma or a technical certificate program. Course credit is awarded only at Southwest Georgia Technical College. Tuition, fees, and books are available to eligible students enrolled in HOPE eligible programs.

High school students who enroll as Joint Enrollment-HOPE students must be 16 years of age and have met all College admission requirements for their selected program of study. Joint enrollment students may enroll in general education academic courses, as well as, technical courses.

Dual Majors

SWGTC does not allow students to enroll in two different programs at the same time. Students must complete all requirements for one program before applying for and being accepted into another program.

Audit

Applicants admitted under any of the admissions categories may request to audit a course with advisor approval. Applicants wishing to audit a course must submit an application and pay the application fee and all regular fees. Credit is *not* awarded for courses taken on an audit basis. Courses taken on an audit basis will not be used for certification for Social Security or Veteran's Administration educational benefits. Financial aid services are not available for courses being audited.

Advanced Placement

Southwest Georgia Technical College is aware that learning occurs in a variety of settings. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within an associate degree, diploma, or technical certificate of credit program.

Requests for advanced placement should be made by contacting the student's advisor. Although advanced placement credit is encouraged, twenty-five percent (25%) of the course work needed for graduation must be completed at Southwest Georgia Technical College.

Advanced credit earned prior to attending Southwest Georgia Technical College should be requested prior to, but not later than the end of the first quarter of enrollment. The Registrar will make a decision and communicate the acceptance or non-acceptance of previous training for course credits by posting transfer credit in the student's academic history.

Transfer Credit

1. Applicants to Southwest Georgia Technical College (SWGTC) who have been previously enrolled at a regionally or nationally accredited college, university, or other postsecondary institution may receive transfer credit for courses under the following conditions:
 - a. Courses taken are essentially the same in content as those offered at SWGTC;
 - b. An official transcript is on file in the admissions office;
 - c. A grade of "C" or higher has been earned for each course to be transferred.
 - d. When requested by the Registrar's Office, approval is recommended by the instructor and/or the Vice President for Academic Affairs for the transfer credit. The final decision rests with the Registrar.
 - e. Transfer credit from Technical College System of Georgia (TCSG) colleges will be awarded for courses taken under approved standards within the system, subject to SWGTC assuring that accreditation requirements have been met.
 - f. There are no time limits on courses for most applicants/students in the areas of Humanities, Social Science, Mathematics, and Science from the date of acceptance into the program. For Allied Health Education applicants/students there is a five (5) year time limit on courses in the areas of mathematics and science from the date of acceptance into the program. Students faced with the 5-year time rule may request an exemption exam to demonstrate proficiency and receive credit. There is a time limit for all applicants/students of five (5) years for courses in their major area.
 - g. Credit hours assigned to transferred courses are the same as credit hours awarded at the sending institution when credits do not exceed the number of credit hours assigned for equivalent courses at SWGTC. The maximum hours of credit given shall not exceed the number of hours awarded for the same course at SWGTC.
2. Transfer credit awarded to a student is indicated by the letters "TR" on the official transcript.

3. Some programs may require students to demonstrate proficiency of prerequisite skills selected by instructor.

Credit by Examination (Exemption)

Applicants of SWGTC who have previous experience such as employment in the field, military training, corporate courses, or other similar experiences may request course exemption by examination. The policy of this College is to grant credit for course exemption by examination (written and/or performance), which meets the quality of established standards of SWGTC. Credit is awarded only in areas that fall within the regular curricular offerings of SWGTC and must be related to the student's current educational goals.

A SWGTC student who wishes to exempt a course by examination should follow this process:

1. Be accepted or enrolled as a student at Southwest Georgia Technical College;
2. Present evidence which would indicate that previous education or training has been received or that work experience which is similar to that given in a course being challenged has been earned. A student may not request exemption examination for courses for which they have previously been enrolled, nor may they take an exemption examination for a course more than once.
3. Submit a request to the instructor by the appropriate deadline for the exam to be taken. The normal deadline is 12:00 noon on the day the exam is scheduled;
4. The student must pay the exemption test fee of \$5.00 per credit hour for the test to be taken. This fee must be paid in advance at the Business Office and the receipt shown to the instructor administering the exemption examination. Students will not be allowed to take an exemption exam if they have not paid the exemption exam fee in advance. The advisor is responsible for reporting the course number, course title, and credit hours to the Registrar on a "Request for Credit for Previous Training" form. The Registrar will approve or disapprove the request for course exemption.
5. A student must make a minimum score of 70 to be exempted from taking the class. Credit is awarded only in areas that fall within the

regular curricular offerings of SWGTC and must be related to the student's current educational goals; and

6. Course exemption by examination may not exceed seventy-five percent (75%) of the course work required for any program of study.
7. Exemption credit awarded to a student is indicated by the letters "EX" on the official transcript. The hours for the exempted course will not be computed in the grade point average or appear on the quarterly grade report.

Standardized Exam Credit

Colleges may award credit based on nationally normed exams, including, but not limited to, the following:

1. CLEP—Credit may be awarded for successful completion of an appropriate CLEP (College Level Examination Program) subject area examination.
2. Advanced Placement Examinations—Credit may be awarded to students who have taken appropriate courses (determined equivalent to courses offered at SWGTC) in high school and achieve a score of 3 on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

Note: Time limits that apply to transfer credit apply to credit by exam.

Military Training Credit

SWGTC may award credit for training received in the Armed Forces. The training should be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education or by the official catalog of the Community College of the Air Force or similar document. Credit may be given when training experience meets required competencies of courses offered at the College.

Credit for Previous Training

At Southwest Georgia Technical College, instructors make a recommendation for the awarding of credit for previous training or experience to the Academic Affairs administrators. The appropriate administrator forwards the request to the Registrar, if he/she agrees with the instructor's recommendation. The Registrar determines whether or not credit will be awarded.

Student Status

The normal rate of progress through a program is established by the program length in the program specific standard and program guide.

Full-time student status is obtained by registering for twelve (12) or more credits for a program per quarter. In some programs, more credits must be taken per quarter to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per quarter may enhance scheduling difficulties and further delay graduation.

Change of Major

Students have the privilege of changing their major from one program to another while enrolled in Southwest Georgia Technical College, provided they have the necessary qualifications and room is available. Students desiring to change majors must complete an application/reapplication and meet all requirements to make the change.

Residence Requirements for Program Awards

Southwest Georgia Technical College requires that a minimum of twenty-five percent (25%) of the coursework of a particular program of study be completed at SWGTC.

Secondary School Articulation

1. SWGTC has established articulation agreements, which are reviewed and updated annually, with interested service area high schools to ensure that students receive course credit when established competencies have been achieved in selected courses. Students who enroll within 18 months of high school graduation are eligible for articulation credit.
2. Validation of Credit: SWGTC will validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated. Students must score 70 or above on the exam in order to receive articulated credit.
3. The articulated credit is only awarded if the student needs it to complete their program of study. The awarded credit is indicated by the letters

“AC” on the official transcript. The hours for the articulated course **will not be** computed in the grade point average or appear on the quarterly grade report.

Noncredit Courses

Noncredit courses, such as seminars, are designed to meet the needs of residents, businesses, industries, and agencies. The seminars vary in length, depending upon the objectives. A seminar can be started whenever the need arises, but many are offered on a quarterly basis. Bulletins containing schedule information are published and distributed on a quarterly basis. See section on Economic Development for more information.

Readmission

Students dismissed or suspended from the College because of administrative action, absenteeism, or academic reasons may apply to re-enter at the beginning of any quarter following the dismissal or suspension period if appropriate courses can be arranged. Application to re-enter must be made through the Office of Admissions. Students who withdraw voluntarily must also re-apply through the Admissions Office if they have been away for more than one quarter. Reapplication does not mandate acceptance.

For more information on readmission to Southwest Georgia Technical College, refer to “Satisfactory Academic Standing/Academic Probation/Dismissal”.

Georgia Residency Requirements

To be classified as an in-state student for tuition purposes, a student must meet the Georgia Residency Requirements of the Technical College System of Georgia (TCSG) for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. Determining a student’s residency status is based on objective circumstances that indicate a student’s intent to maintain a permanent presence or Domicile, in the State of Georgia. No single factor is conclusive. There is no set number of factors required to be met to document residency.

Dependent Students: A dependent student is an individual under the age of 24 who receives financial support from a parent or court-appointed

Legal Guardian whose federal or state income tax return lists the individual as “dependent”.

- A dependent student meets the Georgia Residency Requirements if his or her parent or court-appointed Legal Guardian has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought; and
- The student graduated from an Eligible High School located in the State of Georgia; or
- The parent claimed the student as a dependent on the parent’s most recent federal income tax return.

Independent Students: An independent student is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or court-appointed Legal Guardian who has ceased to provide support and right to that individual’s care, custody and earnings.

- An independent student meets the Georgia Residency Requirements if he or she has established and maintained Domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which in-state tuition is sought.

Out-of-State Applicants

Out-of-state applicants are encouraged to apply for admission to Southwest Georgia Technical College. Every effort is made to accommodate as many students as possible.

International Students

Southwest Georgia Technical College accepts international students who are not U.S. residents but have provided documentation that they have received a Georgia High School Diploma, Georgia G.E.D., or other documentation establishing they are legally in the country, such as a green card.

Southwest Georgia Technical College is not approved by the INS as an I-20 school. We do not accept students with F & M visas.

Special Programs/Opportunities

Co-Op Training Program

A cooperative (CO-OP) training and employment program is available in some programs. Students participating in this program must have the College and employer approval prior to participation. It is the intent of this program to supplement the training at Southwest Georgia Technical College and give the student actual job experience. Some programs have a cooperative internship segment in their curriculum and students may receive credits for completing the internship.

Associate of Applied Science Degree Cooperative Agreements

Cooperative agreements exist with private and public colleges and universities for awarding of an Associate of Applied Science (A.A.S.) Degree to qualified students. All programs are not included in cooperative agreements. The Academic Affairs Office can provide additional information about the agreements with these colleges.

Veterans' Training

Southwest Georgia Technical College is approved for the training of qualified veterans under the Veterans Re-adjustment Benefit Act of 1966 (G.I. Cold War Bill). Also, training is approved for all programs under Public Law 894 (disabled veterans) and Public Law 634 (war orphans).

Upon meeting entrance requirements, persons who are covered by the veterans' laws and regulations may enroll in full-time attendance. Opportunities are also available for training in part-time programs with training allowance adjusted based upon approved training time authorized (e.g. half-time).

NOTE: Veterans are subject to the same rules, regulations, and policies governing non-veterans at Southwest Georgia Technical College. All students eligible and applying for the educational benefit must visit the Georgia Department of Veterans Service office to submit the necessary application to the V.A. The GA Dept. of Veterans Service office is located in the Courthouse Annex, 101 S. Broad Street, Thomasville, Georgia.

Student Financial Aid

Financial aid is available to eligible students enrolled in Southwest Georgia Technical College. It is recommended that anyone desiring financial aid make application six to eight weeks prior to the time the aid will be needed. Information on how to apply is available in the Financial Aid Office. Call 225-5036 or visit the southwestgatech.edu website to apply online.

Types of Financial Aid

General Eligibility Requirements

In order to receive any kind of financial aid, students must meet these general requirements:

- Must be a United States citizen or eligible non-citizen.
- Must complete a Free Application for Federal Student Aid (FAFSA).
- Must not be in default on Federal Title IV aid or owe a refund on Federal Title IV aid.
- Must maintain a quarterly and cumulative GPA of 2.0.
- Must maintain a cumulative completion rate of 67% of all credit hours attempted.
- Must be registered with the Selective Service Board (males only).

Additional eligibility requirements specific to each program are listed below.

Federal Pell Grant

This is a federal program that provides funds to students who meet certain income guidelines. Federal Pell Grants are not available to anyone who has received a Bachelor's degree or owes a refund to the Federal Pell Grant or any Title IV Aid Program or is in default on a Stafford Loan, SLS Loan, or PLUS Loan. Degree, diploma and certain certificate programs qualify for Federal Pell Grant funds; please check with the Financial Aid Office to determine if your program is Pell eligible. Learning Support courses are not eligible for Pell Grant funds.

The amount of the Pell Grant depends on the level of federal funding, cost of education, enrollment status, and the student's eligibility on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) for the current award year. Pell Grant eligibility for diploma/certificate seeking students is based on Federal Contact Hours. Students must be in class

24 hours per week to be considered full-time; 18-23 contact hours are considered $\frac{3}{4}$ time; 12-17 hours are considered $\frac{1}{2}$ time; and 11 or fewer contact hours are considered less than half time. For degree seeking students, Pell Grant eligibility is based on credit hours. Students taking 12 or more credit hours are considered full-time; nine to eleven credit hours, $\frac{3}{4}$ time; six to eight credit hours, $\frac{1}{2}$ time; and less than six credit hours, less than half time.

Students who are first-time recipients of Pell Grant funds after July 1, 2008, may receive Pell Grant for the equivalent of eighteen (18) semesters of full-time attendance.

Federal Supplemental Educational Opportunity Grant (SEOG)

This federal grant is designed to assist those students who receive the Federal Pell Grant and who demonstrate exceptional financial need, as determined by their FAFSA information. Eligible students do not need to specifically request this award. SEOG funds are limited by the U.S. Department of Education and are awarded throughout the year on a first-come, first-served basis.

Federal Work Study Program

The Federal Work Study (FWS) program provides eligible students the opportunity to work part-time to help pay for the costs of their education. In order to be eligible for Federal Work Study, a student must have received a high school diploma or GED, be enrolled at Southwest Georgia Technical College, and be eligible for the Pell Grant.

Applications are available in the Financial Aid Office. Interested students must submit an application along with a current resume. Applicants are interviewed and placed in various departments around campus. Work Study students are limited to how many hours they may work and how much money they can earn according to their financial need, as determined by their FAFSA information and other financial aid information. Limited positions are available. Not all students who apply for FWS will be placed in a job. FWS positions are temporary part-time jobs. Job placements may be revoked due to fund limitations or poor job performance.

HOPE (Helping Outstanding Pupils Educationally)

The HOPE Program, funded by the Georgia Lottery for Education, is a unique program that rewards students with financial assistance in degree, diploma, and certificate programs. If eligible, students may receive financial assistance for tuition, fees, and a book allowance.

HOPE Grant Qualifications (for Diploma and Certificate programs):

- Students must meet Georgia residency requirements* for 12 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Grant is sought.
- Eligible students may receive HOPE Grant payment for a maximum of 95 quarter hours.
- A student is ineligible to receive HOPE Grant payment once he or she reaches the Combined Paid-Hours Limit of 190 quarter credit hours from any combination of HOPE Scholarship Paid-Hours, plus HOPE Grant Paid-Hours, plus ACCEL Program Paid-Hours.

HOPE Scholarship Qualifications (for Associate Degree programs):

- Students who graduated from an eligible Georgia high school must meet Georgia residency requirements* for 12 consecutive months immediately preceding the first day of classes of the school term for which the HOPE Scholarship is sought.
- Students who graduated high school outside the state of Georgia on or after July 1, 2008 must meet Georgia residency requirements for 24 consecutive months immediately preceding the first day of classes for which the HOPE Scholarship is sought.
- To be a First-Tier HOPE Scholar, a student must be a 1993 or later graduate of an eligible Georgia high school with a cumulative high school grade point average (GPA) of 3.0 for college preparatory curriculum or cumulative 3.2 for other curricula.
- Students receiving HOPE Scholarship must maintain a quarterly and cumulative grade point average (GPA) of 2.0 and a cumulative 3.0 GPA at the following college-level credit hour increments: 45, 90, 135, and at the end of each spring term enrolled.
- Eligible students may receive the HOPE Scholarship until reaching the Combined Paid-Hours Limit of 190 quarter credit hours from any combination of HOPE Scholarship Paid-Hours plus HOPE Grant Paid-Hours, plus ACCEL Program Paid-Hours.

- A student is ineligible to receive HOPE Scholarship once he or she reaches the Attempted Hours Limit of 190 college level quarter credit hours, regardless of how payment was made for those hours.

*Note: Georgia Residency Requirements are listed on page 52.

HOPE Scholarship GPA Calculation

- All college-level credit hours attempted (hours attempted while seeking a degree) at all colleges the student attends and their corresponding grades must be included in the HOPE Scholarship cumulative grade point average, regardless of what hours are accepted or not accepted by the college the student is currently attending or if a course was repeated.
- Credit hours attempted as part of a diploma or certificate program of study are not considered to be college credit hours and therefore should not be counted, unless those hours are accepted toward a degree.
- Learning Support courses are included in the 190 Attempted-Hours Limit of 190 hours and all corresponding grades must be included in the HOPE Scholarship cumulative grade point average.
- The HOPE Scholarship grade point average is calculated by the Registrar's office. The HOPE Scholarship grade point average is calculated to the hundredth decimal, for example 2.99.
- Students are responsible for requesting a HOPE Scholarship evaluation be conducted in order to receive HOPE Scholarship.
- A student transferring from one HOPE-eligible college to another is eligible for a HOPE Scholarship if all eligibility requirements continue to be met.
- A student transferring from a HOPE-eligible private college or university to a HOPE-eligible public college is eligible for a HOPE Scholarship if he or she meets all the requirements, just as if he or she had been attending a HOPE-eligible public college.
- A student transferring from an out-of-state college or a Georgia college that is not HOPE-eligible to an eligible public college is eligible for a HOPE Scholarship if he or she meets all requirements, just as if the student had been attending a HOPE-eligible college.

Workforce Investment Act (WIA)

The WIA Program provides assistance to students who are economically disadvantaged, educationally disadvantaged, underemployed, and /or dislocated workers who meet residency requirements. Funding may be available to cover costs of tuition, fees, books, uniforms, equipment, required physical examinations, child care, and transportation. WIA Program staff are available to assist students with career guidance/exploration, academic performance assessment, and job search assistance. Interested persons should contact the WIA Office (229-225-5065) for more information.

Verification

It is the policy of the Financial Aid Office at Southwest Georgia Technical College to verify all Student Aid Reports (SAR or ISIR) selected by the Department of Education. This verification procedure will be in compliance with the latest published regulations from the Student Financial Aid Branch of the Department of Education.

If selected, the student must provide documentation that certain elements of the SAR or ISIR are accurate. Documentation may include (but is not limited to):

- Signed copy of student's Federal Income Tax Return (1040)
- Signed copy of parent's Federal Income Tax Return (1040)
- Verification Worksheet
- W-2's of student, spouse, or parent
- Student's Social Security Card
- Documentation of Child Support received
- Copy of divorce or separation document
- Other documents that provide proof of income or asset value
- Birth Certificate

Any conflicting information in a student's financial aid file must be resolved in order to determine eligibility for financial aid.

Applicants who do not provide all of the requested documentation will not be considered eligible for Pell Grant or other Title IV Aid Programs. Students who are unwilling or unable to complete the verification process for Federal Title IV Aid may be awarded HOPE Grant or Scholarship, based on their eligibility, at their request.

Determination of Neediest Students

The College believes that the best use of student financial aid funds is to assist as many eligible applicants as possible. This is accomplished by determining the needs of the students and ranking them in a priority order, taking into account all known resources. Those students showing the greatest need will be awarded campus based aid according to program requirements until such funds have been awarded for the award year. In the event that students who have been awarded campus based funds refuse the awards, gain additional resources that result in an over award situation, leave the College for any reason, or fall below half time (1/2) enrollment status, the student will lose those funds, and they will be awarded to other students based on the above ranking system.

Scholarships

Southwest Georgia Technical College Foundation, Inc., awards scholarships based on academic excellence and need to eligible students. Information for qualifying for these scholarships and applications may be secured from the Financial Aid Office.

Other

Financial assistance is available through the Veteran's Administration and Rehabilitation Services. Interested persons should contact the appropriate agency to determine eligibility. Information concerning Rehabilitation Services may be secured through their office by calling (229) 225-4045 or writing to:

Rehabilitation Services
P. O. Box 1378
Thomasville, Georgia 31799
For Veteran Information, Call (229) 225-4050

Financial Aid Academic Requirements

In accordance with the Higher Education Act of 1965, as amended, students receiving federal financial aid must be in good standing and making satisfactory progress. There exists a conceptual difference between good standing and satisfactory progress. Good standing means that a student is eligible to enroll or to re-enroll, while satisfactory progress means that a student

is advancing toward fulfilling degree, diploma, or certificate requirements in a manner consistent with the prescribed policies of the College.

Financial Aid Satisfactory Academic Progress

A student is determined to be making satisfactory academic progress according to the definition of satisfactory progress that follows. Academic progress determinations will be made quarterly, prior to the disbursement of quarterly awards and at the end of each quarter.

1. GPA Requirements

FEDERAL PELL GRANT AND TITLE IV AID PROGRAMS HOPE GRANT FOR DIPLOMA and CERTIFICATE PROGRAMS

All students receiving financial aid must maintain a minimum cumulative grade point average of 2.0. Students failing to maintain a 2.0 cumulative GPA will be placed on financial aid probation. Students placed on financial aid probation who fail to raise their cumulative GPA within the next enrollment term to a 2.0 or higher will be classified as not making satisfactory progress and will be ineligible for financial aid. Grades of "I" & "W" are not used in calculating the GPA. Grades for Learning Support courses are included in the GPA calculation for financial aid purposes.

HOPE SCHOLARSHIP FOR DEGREE PROGRAMS

Students in a degree program must have earned a cumulative GPA of 3.0 by the end of the terms in which they have attempted 45, 90, and 135 college-level credit hours as well as the end of each spring term. Students who fail to earn a cumulative 3.0 GPA at these checkpoints will lose their HOPE Scholarship. Students may regain their HOPE Scholarship if their cumulative GPA is 3.0 or higher at the 90 or 135 credit-hour checkpoint. Students who lose their HOPE Scholarship at the 135 credit hour checkpoint cannot regain HOPE Scholarship.

A First-Tier HOPE Scholarship recipient enrolled for less than 12 credit hours for each of his or her first three terms must have a cumulative GPA of at least 3.0 at the end of his or her third term (Three-Term Checkpoint), in order to keep HOPE Scholarship.

2. Credit Hours Attempted

FEDERAL PELL GRANT AND TITLE IV AID PROGRAMS HOPE GRANT FOR DIPLOMA and CERTIFICATE PROGRAMS HOPE SCHOLARSHIP FOR DEGREE PROGRAMS

Students must also satisfactorily complete 67% of all credit hours attempted to maintain satisfactory progress. Students failing to do so will be placed on financial aid probation. Students placed on financial aid probation who fail to achieve a cumulative completion rate of 67% of all credit hours attempted by the end of the next enrollment term will be classified as not making satisfactory progress and will be ineligible for financial aid. Credit hours for which a student earns a grade of "I", "W", and "WF", as well as all Learning Support credit hours, are counted in hours attempted.

3. Completion of Educational Objective

FEDERAL PELL GRANT AND TITLE IV AID PROGRAMS HOPE GRANT FOR DIPLOMA and CERTIFICATE PROGRAMS HOPE SCHOLARSHIP FOR DEGREE PROGRAMS

Students must complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they are enrolled. Thereafter, they will be ineligible for financial aid. For example, students enrolled in a diploma program that requires 90 credit hours to complete will be allowed no more than 135 attempted hours. Students in programs requiring 126 credit hours will be allowed no more than 189 attempted hours, etc.

Learning Support Program and Financial Aid

Students who are enrolled only in the Learning Support program are not eligible to receive the Federal Pell Grant, Title IV aid programs. However, a student who is provisionally admitted to a program may receive the FEDERAL PELL GRANT or TITLE IV aid programs for the hours registered in a Degree or Diploma program. A student thusly admitted may not attempt more than forty (40) credit hours of learning support coursework. Students taking Learning Support courses may receive HOPE aid if they meet HOPE requirements for the Degree, Diploma, or Certificate program they wish to enter.

Transfer Students

Students transferring into a program from another technical college may be awarded credit for the courses taken at the original institution. Hours transferred in via course exemption and/or prior credit for previous training are not counted in determining the GPA. Students must maintain satisfactory progress as described above to continue their financial aid eligibility. Students transferring from one program to another at this College will continue to carry their GPA from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA and credit hours attempted requirements.

Previously Enrolled Students

For students who have previously attended Southwest Georgia Technical College, all hours attempted and grades earned will be included in the "satisfactory progress" determination, regardless of whether the student has previously received financial aid.

Course Repeats

If a course is repeated, all hours attempted will be counted for purposes of the 67% completion requirement and maximum time frame to maintain financial aid status, and all grades will be used in calculating the GPA, for financial aid purposes.

Reinstatement of Aid

A student who has been terminated from financial aid due to unsatisfactory progress may apply for reinstatement of aid when he/she has met the minimum cumulative requirements for financial aid.

Appeal Process

Students have the right to appeal a finding that they are not making satisfactory progress if they feel that extenuating circumstances prevented them from meeting the specific requirements for satisfactory progress.

If a student decides to appeal this decision, he/she must follow the process outlined below.

1. All appeals must be written or typed. A Request for Appeal form is available in the Financial Aid Office and is mailed to students with their Stop Aid notification letter.
2. All appeals must specifically address the extenuating circumstances and should include documentation of those circumstances.
3. All appeals must be filed with the Financial Aid Office by the due date published in the Financial Aid Suspension notification letter.
Please note, if you plan to return to Southwest Georgia Technical College at a later time, you must still meet the appeals deadline set in the letter.
4. Each student appealing a Financial Aid suspension is responsible for payment of all tuition and fees until the decision of the Financial Aid Appeals Committee is made.
5. No appeals will be heard after the Financial Aid Appeals Committee has met for the quarter.
6. The Financial Aid Appeals Committee has the right to request additional information or documentation from the student or other sources of information before making a decision.

Determination of Overpayments

The length of each term at Southwest Georgia Technical College is ten (10) weeks. Federal Pell Grant and Title IV aid payments, with the exception of Federal Work Study, are disbursed to students' accounts within 14 days of the start of the term. Unused financial aid funds are refunded to students at the end of the fourth week of the term.

Return of Title IV Funds Policy

If a student totally withdraws from school, federal regulations require that his/her Pell award for the withdrawal term be recalculated as follows:

- The number of calendar days attended during the term is divided by the total number of calendar days in the term.
- The resulting percentage is multiplied by the Pell award for the term. This is the new Pell amount he/she is entitled to receive.

If the student has received Pell Grant funds in excess of this new award amount, he/she may owe a balance. If the student has received a financial aid refund for the term or had charges in the bookstore against his/her financial aid awards, he/she will be notified of any amount to be repaid. Any student who owes a balance due to a financial aid overaward will be ineligible for further financial aid assistance until he/she has repaid these funds.

If an eligible student is receiving HOPE funds for the term, these funds will be applied to tuition and fee charges before Pell Grant funds.

Tuition and Fees

Expenses

All fees are payable at registration for each quarter/term/course except as noted. **FEES ARE SUBJECT TO CHANGE AT THE BEGINNING OF ANY QUARTER, TERM, OR COURSE.**

In keeping with the state-wide enrollment processing policy from the Technical College System of Georgia, Southwest Georgia Technical College has a three (3) instructional day drop, 100% refund period, and a seven (7) calendar day add period at the beginning of each quarter. Students have the first three days of each quarter to drop any or all of the courses they are registered for. If students drop course(s) during this period, they will receive a 100% refund of all tuition and applicable fees, will not earn a "W" grade in the class and not have any hours counted against their financial aid cap. If students drop any course(s) after the third instructional day of the quarter, they will receive no refund, will earn a "W" grade and will have the credit hours count against their financial aid cap.

AAS and Diploma Quarterly Tuition and Fee Schedule

Credit Hour	Tuition	Fees*	Instructional & Technology Fee	Total
1	\$40.00	\$46.00	\$35.00	\$121.00
2	80.00	46.00	35.00	161.00
3	120.00	46.00	35.00	201.00
4	160.00	46.00	35.00	241.00
5	200.00	46.00	35.00	281.00
6	240.00	46.00	35.00	321.00
7	280.00	46.00	35.00	361.00
8	320.00	46.00	35.00	401.00
9	360.00	46.00	35.00	441.00
10	400.00	46.00	35.00	481.00
11	440.00	46.00	35.00	521.00
12	480.00	46.00	35.00	561.00
13	520.00	46.00	35.00	601.00
14	560.00	46.00	35.00	641.00
15	600.00	46.00	35.00	681.00

A full time student is twelve credit hours or more; less than 12 credit hours is considered part-time.

*FEES: The fee column above represents a combination of registration, library, parking, accident insurance, transcript, and student activity fees.

Technical Certificate of Credit Quarterly Tuition and Fee Schedule

Credit Hour	Tuition	Fees	Instructional & Technology	Total
			Fee	
1	55.00	46.00	35.00	136.00
2	110.00	46.00	35.00	191.00
3	165.00	46.00	35.00	246.00
4	220.00	46.00	35.00	301.00
5	275.00	46.00	35.00	356.00
6	330.00	46.00	35.00	411.00
7	385.00	46.00	35.00	466.00
8	440.00	46.00	35.00	521.00
9	495.00	46.00	35.00	576.00
10	550.00	46.00	35.00	631.00
11	605.00	46.00	35.00	686.00
12	660.00	46.00	35.00	741.00
13	715.00	46.00	35.00	796.00
14	770.00	46.00	35.00	851.00
15	\$825.00	\$46.00	\$35.00	\$906.00

OTHER CERTIFICATE TUITION CHARGES:

Patient Care Assisting	\$48 per credit hour
Emergency Medical Technician Basic	\$48 per credit hour
Emergency Medical Technician Intermediate	\$40 per credit hour
CompTIA A+ Certified Technician Preparation	\$40 per credit hour
Shampoo Technician	\$40 per credit hour
Biomedical Electronics Technician	\$40 per credit hour
Drafter's Technician	\$40 per credit hour
CAD Operator	\$40 per credit hour
Network Technician	\$40 per credit hour
Qualified Medication Aide	\$40 per credit hour
General Maintenance Technician	\$40 per credit hour
Agricultural Technician	\$40 per credit hour
Technical Communications	\$40 per credit hour
Medical Language Specialist	\$40 per credit hour
Administrative Support Specialist	\$40 per credit hour
Network Administrator	\$40 per credit hour

Additional Fees

Application (one time, non-refundable)	\$20.00
Allied Health Education Liability Insurance **	\$14.50
EMT and Paramedic Technology Liability Insurance	\$62.00
Late Registration Fee	\$30.00
Return Check Fee	\$30.00
Graduation Fee (payable with last quarter fees)	\$35.00
Diploma Replacement	\$25.00
Test Fee	
• per credit hour (Exemption Exam)	\$5.00
Retest Fee	
• per Admissions Placement Exam section	\$15.00

- Allied Health programs have additional expenses which may vary by program and quarter.

** Required for all Early Childhood Education, Cosmetology and Health Occupations students, except EMT and Paramedic Technology students per year.

- Out-of-state students will pay tuition twice the rate of Georgia residents. Due to a reciprocal agreement, Alabama students are not subject to out-of-state tuition. Students residing in Florida counties contiguous to the Southwest Georgia Technical College service area (Jefferson, Leon, Gadsden) are not subject to out-of-state tuition.
- The cost of books, tools, uniforms, or special equipment is extra and not included in the fees listed above.
- Cash, check, Master Card, and Visa are accepted.
- Credit card payment of fees may be submitted online through the College website, www.southwestgatech.edu.

Application Fee

Applicants for a credit course or program are charged a one time, non-refundable \$20.00 application fee.

Late Registration Fee

Any student who does not register and pay for classes by the designated time will be charged a late fee of \$30.00.

Registration Fee

The Registration Fee includes such items as parking permit, registration, accident insurance, student activity, and transcript fees.

Books, Tools, and Uniforms

Textbooks: Textbooks are required in all programs and some programs require the purchase of new books each quarter. The cost of textbooks will vary among programs and may increase without prior notice.

Tools: Tools are required in some programs, particularly in the skilled and technical programs. The tools are the property of the student and are essential to the occupational field for which they are training. Total cost will vary among programs. Each student will be given a list of the necessary tools, equipment, and kits that will be required of them.

Uniforms: Uniforms are required in some programs. Students will be notified when to purchase uniforms, and arrangements will be made by the instructor to facilitate the purchase.

Transcript Fee

Students are entitled to receive transcripts upon written request. Transcripts may require two business days to process. Transcripts will not be released until all "Holds" are removed. This service is covered by your registration fee.

Degree and Enrollment Verification

The National Student Clearinghouse (NSC) is now Southwest Georgia Technical College's authorized agent for providing degree and enrollment verifications. Employers or background screening firms requesting degree verifications may contact the NSC directly at www.degreeverify.com. Anyone needing an enrollment verification may request one in writing from the Student Affairs office, or they may go to www.studentclearinghouse.org.

Senior Citizen

Residents of Georgia who are 62 years of age or older may request a tuition waiver. If tuition is waived under this policy, admission will be granted only on a space available basis. Proof of age must be presented at registration to receive a tuition waiver. This policy applies to regular and institutional credit courses only. It does not apply to continuing education courses, non-credit courses, or seminars. Students who qualify for this waiver must pay all applicable fees and purchase books/supplies.

Adult Education

Students attending the Adult Education programs will not be charged tuition fees or any other charges or be required to purchase any books or any other materials that are needed for participation in the program.

Insurance

All students are required to participate in a group accident insurance policy provided by the school. The cost for this insurance is part of the registration fee.

Liability Insurance

This fee is required of all students who are enrolled in an Early Childhood Education, Cosmetology or Allied Health Department program, and will be attending practicum or clinical training at an affiliating practicum or clinical site. This fee is to provide for liability insurance. The fee is charged at registration for the quarter in which practicum begins and each July thereafter.

Please Note: This may mean students in some programs will be assessed twice within one calendar year.

Graduation Fee

The Graduation Fee is payable with last quarter fees by all credit students participating in graduation. It covers such items as caps and gowns, honor cords, invitations, rental of facility, diploma tubes, and the privilege of participating in the ceremony.

Refund Policy

Effective April 1, 2008, in keeping with the new state-wide enrollment processing policy from the Technical College System of Georgia, Southwest Georgia Technical College implemented a three (3) instructional day drop, 100% refund period, and a seven (7) calendar day add period at the beginning of each quarter. Students have the first three days of each quarter to drop any or all of the courses they are registered for. If students drop course(s) during this period, they will receive a 100% refund of all tuition and applicable fees, will not earn a "W" grade in the class and not have any hours counted as attempted hours for financial aid. If students drop any course(s) after the third instructional day of the quarter they will receive no refund, will earn a "W" grade and will have the credit hours count as attempted hours for financial aid.

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, will be made within thirty (30) days of the following circumstances: (1) of the last day of attendance if written notification has been provided to the College by the student; or (2) from the date the College terminates the student or determines withdrawal by the student.

Student Activities

Special events are scheduled throughout the year for the purpose of bringing the student body, faculty, and staff together for social interaction. A cook out, games, and special events may be planned for these days. Participation and attendance is limited to currently enrolled students, and all are encouraged to participate.

GOAL Program

Each year the Georgia Occupational Award of Leadership (GOAL) program is administered by the Technical College System of Georgia. In previous years, sponsors at the state-level have included the Georgia Chamber of Commerce and the Technical College System of Georgia. Today, state-level sponsors include FOX5 Atlanta, DeVry University Atlanta, Georgia REAL, and Chevrolet. The GOAL Program is an outstanding example of education joining hands with business and industry at both the state and local levels. Established in 1971, it is the first program of its kind in the nation to honor excellence among technical college students.

The objectives of the GOAL program are:

1. To highlight the importance of technical training for our modern economy.
2. To recognize and reward outstanding students attending Georgia's technical colleges for academic excellence and personal achievement.
3. To stimulate greater pride in workmanship.
4. To generate public appreciation for the contributions of working men and women in our society.

National Technical Honor Society

The local chapter of the National Technical Honor Society (NTHS) was established in 1985. As a national organization, NTHS has as its purpose:

1. To promote the ideals of honesty, service, leadership, career development, and skilled workmanship.
2. To reward meritorious achievement in technical education.
3. To encourage and assist technical students in their pursuit of educational and career goals.
4. To develop a greater awareness within the American business, industry, and service communities about the talents and abilities of students engaged in technical education.
5. To provide technical students with a greater awareness of the world of work.

The qualifications for membership in NTHS are:

1. **Residence:** The student must have completed one full quarter in attendance at Southwest Georgia Technical College and must have satisfactorily completed a minimum of 8 credit hours of course work.
2. **Academic:** The student must have a GPA of 3.75 for the quarter in which he/she is nominated and a cumulative GPA of 3.30. All program requirements must also be met for the quarter in which he/she is nominated. To maintain eligibility for membership, the student must maintain a cumulative GPA of 3.30.
3. **Attendance:** Attendance must be in accordance with Southwest Georgia Technical College's attendance policy. See page 240.

Benefits of membership in the NTHS are:

1. Certificate of membership.
2. Membership card and membership pin.
3. Seal indicating membership on diploma or completion document.
4. Three (3) letters of recommendation sent upon request to any business, industry, or educational institution where you are making application.
5. Eligibility for NTHS scholarships.

Every student enrolled at Southwest Georgia Technical College is eligible for membership in the NTHS. The requirements for membership must be maintained. Grades, progress, and attendance will be checked after the completion of each quarter.

If a member fails to maintain the requirements, the Advisor will place that student on probation for that quarter. After that probationary quarter, the student's grades/attendance will again be checked. If that student has improved so as to again meet NTHS requirements, he/she will be taken off probation. If, however, the student again fails to meet the NTHS requirements, the Advisor will drop him/her from the chapter. If the student does not maintain the requirements for NTHS membership during his/her last quarter, the silver seal of the NTHS will not be attached to his/her diploma. In addition, the letters of recommendation from NTHS will be withheld. NTHA members must be in good standing at the time of graduation.

SkillsUSA

Southwest Georgia Technical College's SkillsUSA was organized during the 1986-87 school year as a part of SkillsUSA-VICA.

Some of the purposes of SkillsUSA are:

1. To unite in a common bond all students enrolled in trade, industrial, technical, and health education.
2. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
3. To foster a deep respect for the DIGNITY OF WORK.
4. To assist students in establishing realistic vocational goals.

5. To help students attain a purposeful life.
6. To create enthusiasm for learning.
7. To promote high standards in trade ethics, workmanship, scholarship, and safety.
8. To create among students, faculty members, patrons of the school, and persons in business and labor a sincere interest and esteem for trade, industrial, technical, and health education.
9. To develop patriotism through a knowledge of our Nation's heritage and the practice of DEMOCRACY.

Phi Beta Lambda

The purpose of Phi Beta Lambda is to provide opportunities for college students to develop vocational competencies for business and office occupations. PBL is an integral part of the instructional program, and in addition promotes a sense of civic and personal responsibility. PBL is a non-profit educational association made up of students pursuing careers in all areas.

The specific goals of PBL are to:

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.
3. Create more interest in and understanding of American business enterprise.
4. Encourage members in the development of individual projects which contribute to the improvement of home, business, and community.
5. Encourage and practice efficient money management.
6. Encourage scholarship and promote school loyalty.
7. Assist students in the establishment of occupational goals.
8. Facilitate the transition from school to work.

Student Council

The purpose of the Student Council, as stated in its constitution is to:

1. Contribute to and promote the ideals, objectives, and goals of SWGTC.
2. Promote school pride, community awareness, and citizenship.
3. Improve student morale.
4. Provide a forum for students' expressions.
5. Develop leadership skills.

The Student Council membership is a broad representation of students from all programs of study. Membership consists of two (2) representatives from each of the recognized student organizations on campus (Phi Beta Lambda, SkillsUSA, and National Technical Honor Society); four (4) representatives from program divisions: (1) from the Business division, one (1) from the Health division, one (1) from the Professional Services division, one (1) from the T & I division, and one (1) representative from the evening.

Academic Information

Academic Advisement Procedures

The academic advisement program at Southwest Georgia Technical College is provided by the Academic Affairs faculty and staff. Each student is assigned to an advisor who is responsible for academic counseling, course scheduling, and progress monitoring throughout the student's enrollment. All students entering Southwest Georgia Technical College for their first quarter are assigned an advisor.

First Quarter Students: Degree, Diploma, & Certificate Programs

The advisor will advise and register enrolling students in courses based on previously established criteria. Between quarters, first quarter students have the option to meet with a career advisor in the admissions office to register for classes on a walk-in basis. If first quarter students register for classes in admissions, they should schedule an appointment with their assigned advisor to receive advisement for their specific program of study.

Currently Enrolled Students

Student advisement will take place quarterly at designated times for currently enrolled students and will be completed so that all students may participate in early registration.

First Quarter Students: Continuing Education

The Economic Development department staff will enroll students in courses based on criteria established by the department.

First Quarter Students: Adult Education

Students enrolled in Adult Education will be assigned an advisor by appropriate personnel in that department.

Web Registration & Advisement

As a convenience for students, Southwest Georgia Technical College offers web-registration. The student is required to seek his/her advisor's counsel prior to using the web-registration services. This counsel may be received in person, over the phone, or electronically by fax or email. Failure to seek the advisor's counsel may cause the College to remove students from classes for which they were ineligible. The College reserves the right to remove the web-registration privilege from students who abuse the privilege.

Student Access to Part-Time Faculty

All students are afforded access to part-time faculty before or after class, by appointment, or through email. Faculty will provide contact information on syllabus.

Library

The library is located in the Paul G. Sewell Building. Library materials include books in hardcopy and online, periodicals, computers, newspapers, audiovisuals and equipment, computer software, and typewriters. Services include library orientations, a computer lab with scanners and a color printer, ADA equipment with software, instructions in computer use, computer research, transmitting and receiving documents via FAX machine 229.225.3939, text telephone for the hearing impaired 229.227.2655, e-mail (library@southwestgatech.edu), and interlibrary loan. Students

obtain their SWGTC photo ID from the library. Further information may be obtained from the library staff at 229.225.3958. Learning resource centers at the Grady (229.378.2901) and Mitchell (229.522.3640) Instructional Sites permit students access to the library's collection, resources, and services. Library hours are announced quarterly.

Course Offerings

All courses are offered a minimum of once per year depending on the program. However, most courses in Business and Technical & Industrial are offered from 2-4 times per year. Most General Education courses are offered quarterly. SWGTC reserves the right to cancel or change scheduling elements of any course or program at any time.

Course Numbering

Learning Support courses are numbered 0096 through 0099. General Education courses numbered 1000 through 1099 are Certificate and Diploma courses. General Education courses numbered 1101 and above are Associate Degree courses. Note: General Education courses found in certificate and diploma programs numbered 1000 through 1099 are not transferable as Associate Degree courses.

Online Credit Courses

Southwest Georgia Technical College offers a wide variety of courses online to provide students with the opportunity to attend classes anytime, anyplace. Online courses begin and end each quarter just as traditional courses, with weekly due dates and deadlines. However, students can attend class from home and at the time that is most convenient, log into the classroom and complete the coursework. SWGTC is a member of the Georgia Virtual Technical College (GVTC), which delivers courses and programs through the Internet and is an innovation of the TCSG. For more information on online education, visit the College web site at www.southwestgatech.edu/online/.

Credit Campus Locations

Southwest Georgia Technical College offers credit courses at its main campus: 15689 US Highway 19 North in Thomasville. SWGTC has two off-campus sites within its service area: SWGTC at Mitchell County at 44 South Ellis Street, Camilla, GA and SWGTC at Grady County at 1550 Highway 84, Cairo, GA. SWGTC also holds credit courses and provides services at area high schools.

Student Withdrawal from School

Any student wishing to discontinue enrollment and/or attendance in any class at Southwest Georgia Technical College is responsible for formally withdrawing or dropping each class enrolled in by requesting to be withdrawn or dropped through his/her advisor (see To Drop/Add a course). Failure to do so may result in:

1. Loss or severe penalty to Financial Aid Status (Includes Pell & HOPE).
2. Issuance of unsatisfactory or failing grades in each class.
3. Being placed in an unsatisfactory academic status.

To Drop/Add a Course

If the student should decide to drop a course(s) or withdraw from the College during the first three days of the quarter, they may do so via Banner Web or by contacting their advisor or Student Affairs. Students who officially withdraw from course(s) or the College may be entitled to a refund based on the refund policy. After the first three days of the quarter, students should contact their instructor(s) and advisor to officially withdraw from a course(s) program.

Grading

Each student's progress, conduct, and attitude are continuously appraised. Instructors report irregularity in attendance and progress to the appropriate Dean or Vice President for Academic Affairs whereby corrective steps may be taken to assure quality training. At the end of each quarter, the achievement of each student is reported using the following system of grade assignment:

A	Excellent	90-100
B	Good	80-89
C	Average	70-79
D	Below Average	60-69
F	Failure	0-59
I	Incomplete	
W	Withdrew	
WF	Withdrew Failing	
AC	Articulated credit	
AU	Audit - no credit earned	
EX	Credit by exemption	
TR	Transfer Credit	

Work Ethics Rating Scale

Exceeds Expectations	3 points
Meets Expectations	2 points
Needs Improvement	1 point
Unacceptable	0 points

The TCSG Work Ethics program is designed to promote positive work behaviors and to prepare students to be better and more productive employees.

An asterisk (*) between the letter grade and the work ethic grade designates institutional credit. Institutional credits are not calculated in the overall grade point average (GPA) but are calculated in the GPA for financial aid eligibility.

A grade of **"I"** (incomplete) may be issued to any student not completing all required course work by the end of the quarter. If the incomplete (I) is not removed by the tenth school day of the next quarter, it will be recorded as a failure (F) on the official transcript of the student. If a student received a grade of **"I"** in a course which is a prerequisite to other courses, a final grade must be earned in order to determine eligibility for the other course(s).

A grade of **"W"** indicates the student withdrew from school on or prior to midterm. A grade of **"WF"** indicates the student withdrew from school after midterm. A grade of **"WF"** will be calculated in the GPA as an **"F"**

A grade of **"AU"** indicates the student audited the course. A student is permitted to audit a course/program and attend classes without meeting all admission requirements for the course/program and without receiving credit.

Grades are based upon quality and quantity of achievement in both the classroom and the laboratory. Students failing to maintain satisfactory progress will be withdrawn from Southwest Georgia Technical College.

Program/Course Grade Requirements

Specified courses in degree/diploma programs of study require a grade of "C" or higher as stated in the course syllabi. A grade of "D" or higher will be accepted only in electives outside of program major.

Grade Point Average

Students will be awarded quality points for each credit course grade according to the following scale:

A = 4	Quality Points	D = 1	Quality Point
B = 3	Quality Points	F = 0	Quality Points
C = 2	Quality Points		

The quality points awarded are then multiplied by the credits for that course to get the quality points earned for the course. Quality points earned for all courses are then added together and divided by the total credits for the quarter to obtain the quarterly grade point average (GPA).

Example:	Grades	Quality Pts.	Credits		
	A	4	X	5	= 20
	B	3	X	10	= 30
	C	2	X	<u>5</u>	= <u>10</u>
				20	60

60 Divided by 20 = 3.0 Quarterly Grade Point Average

Grades of "**W**" are not counted in the cumulative GPA. Hours transferred in via course exemption and/or prior credit for training are not counted in determining the GPA. Grades of "**WF**" will be recorded and calculated as an "F" in GPA.

The cumulative grade point average (GPA) is calculated in the same manner as the quarterly GPA above except all credits and all quality points for the entire length of enrollment are used. Example: Divide cumulative quality points by cumulative credits to get cumulative grade point average (GPA). Courses taken through the Learning Support Department will not affect GPA.

Adult Education & General Education Development (GED)[®] Diploma

The Adult Education and GED Preparation programs offered by Southwest Georgia Technical College are specifically designed for adults who have different backgrounds and skills. A flexible program has been designed, which meets the needs of adults who wish to participate. Six levels of instruction extend from beginning reading, writing, and mathematics through high school equivalency completion (GED). The services are free and available at various locations in Thomas, Grady, and Mitchell counties.

The Beginning Literacy ABE and Beginning Basic Education ABE provide basic instruction for reading readiness, basic math skills, and an introduction to writing and grammar. The Low Intermediate ABE and High Intermediate ABE provide instruction in the areas of reading comprehension, reading in the content areas, mathematics, and language arts. The Low Adult Secondary Education and High Adult Secondary Education provide instruction in the areas of reading, science, social studies, mathematics, grammar, and writing skills. This level will develop the skills necessary for completion of the GED examination.

General Education Development (GED) Testing

Southwest Georgia Technical College is an official GED testing center. The GED Test is administered twice a month on Tuesday and Thursday evenings from 5:00 p.m. to 10:00 p.m. in Building E at Southwest Georgia Technical College. The GED Test is also scheduled and administered quarterly on Saturdays at the Workforce Development Center-Mitchell County and the Family Learning Center-Grady County. Pre-registration and advance payment is required. If an individual wishes to take the GED, he/she must be at least 18 years old. Special permission must be secured from the Office of Adult Education in Atlanta, Georgia, for individuals 16 or 17 years of age. Each person's request is handled individually by the Adult Education Office. Additional information may be obtained by calling the Adult Education Office at 225-5292 from 8:00a.m.-6:00p.m.

The GED Test is a five-part test covering the following subject areas: writing, social studies, science, reading, and mathematics. These tests are designed to enable people who did not graduate from high school to demonstrate that they have acquired the knowledge and skills usually associated with

the completion of a four-year high school program of study. To pass the GED an overall average score of 450 points per section is required.

Successful attainment of the General Education Development (GED) Diploma qualifies a person for admission to more advanced educational opportunities; helps a person meet educational requirements for employment or job promotion; and helps a person meet regulations of federal, state, and local boards of licensing. Industry, government, licensing board's technical colleges, colleges, and employers accept GED credentials as the equivalent of a high school education.

Transition into credit programs at the college is encouraged for all GED graduates. Assistance with the enrollment process is provided in the Adult Education Career Transition Office in Building E. For more information call the Career Transition Office at 225-5066.

Frequently Asked Questions Concerning the Adult Education Program

What can adult education classes offer?

- Basic instruction in reading, writing and math skills;
- Preparation for the General Education Development (GED) test;
- Individualized programs of study to meet your learning needs;
- Small classes;
- Free classes and instructional materials; and
- Career transition assistance into credit enrollment for GED graduates.

Who should attend adult education classes?

- Adults who did not finish high school but want to further their education at a technical college;
- Adults with skills below the high school level seeking job advancement; and
- Adults with limited English proficiency.

Where do classes meet and how do I enroll in classes?

- Classes are held in Grady, Mitchell, and Thomas counties. Please contact the Adult Education Office for a complete listing of class sites and schedules.
 - Thomas County - Main Campus, Building E - 225-5292
 - Grady County - Family Learning Center - 377-5448
 - Mitchell County - Workforce Development Center - 522-3592
- Take a free placement test to determine your starting point.

Is there a charge to participate in the graduation ceremony?

- There is a \$35 graduation fee (payable one month prior to graduation).

Economic Development



It is important in today's information and technological world to learn throughout one's life. A wide variety of training programs are offered through Southwest Georgia Technical College's (SWGTC) Economic Development division to residents, businesses, and industries. To discover more about the following seminars and services, call (229) 227-2579 for more information.



Economic Development program offerings are designed and offered for those wishing to acquire specific training to enter or maintain a particular occupation, to up-grade their present occupational skills, and to enhance leisure time, hobbies, or interests through enrichment seminars and workshops. Economic Development programs may also be designed to meet corporate and governmental requirements for staff development and training needs. All Economic Development Program offerings are evaluated to determine effectiveness of training.



Programs and Services

Quick Start

Georgia's Quick Start program is nationally recognized for providing high-quality training services at no cost to new and expanding businesses in Georgia. The local Certified Economic Developer Trainer (CEDT) is the Vice President of Economic Development at Southwest Georgia Technical College. The CEDT will assist you in determining whether your organization qualifies for this training opportunity.

The Retraining Tax Credit

The Retraining Tax Credit is available to employers who provide retraining for employees for a tax credit equal to 50% of the costs of retraining each full-time employee up to \$500 each. The training must enhance the skills of employees otherwise unable to function effectively on new equipment, be approved by the Technical College System of Georgia (Southwest Georgia Technical College as your liaison), and be provided at no cost to the employee.

Customized Training for Business and Industry

SWGTC is your limitless resource for training. Customized Training is specifically designed to meet your company's unique needs, when you need it! It can include, but is not limited to, training consultation, training analysis, training development, and instruction. The costs of training vary depending on seminars taught.

Customized, on-site training is available for most of our offerings. Whether it is technical skills, industrial skills and safety, supervisory development, or computer training, we can provide training with a custom fit.

Computer Training Center

SWGTC offers a multitude of computer workshops. We teach everything from computer basics, net navigation, computer purchasing, to countless software classes. Some specific software programs include Microsoft Office, Word, Excel, and Access.

Industrial and OSHA Training

Topics include, but are not limited to: Certified Manufacturing Skills, Confined Space, OSHA Record Keeping requirements, General Business software training, Bloodborne Pathogens, First Aid, CPR, Forklift Safety, and General OSHA Safety.

Georgia Work Ready Certificate

Earning the Georgia Work Ready Certificate enhances employability by indicating skill and knowledge levels to potential employers. The certificate shows job applicants have the portable skills—reasoning, reading, and basic math—to serve as a foundation for training. It also tells employers that you are ready, willing, and able to work and learn. You can earn this certificate at no charge by taking the assessments at SWGTC.

Certificate holders have an advantage when applying for jobs, a complement to a diploma and resume. For employees already on the job, a certificate can demonstrate skills needed for a promotion or for training that could lead to greater productivity and effectiveness. There is no charge to Georgia residents for this opportunity. For more information, contact SWGTC's Economic Development Division at (229) 227-2579.

Health and Safety Training

SWGTC is an American Heart Association Community Training Center. Topics include, but are not limited to: First Aid, CPR, CPR for Health Care Providers (and recertification), Pediatric CPR, CPR Instructor Course, Medical Records Coding, Ethics and Jurisprudence in Physical Therapy Practice, and more.

Professional Enrichment Training

Topics include, but are not limited to: Certified Manufacturing Specialist, Certified Warehouse and Distribution Specialist, Certified Customer Service Specialist, Supervisory Skills, Communication Skills, Business Writing, Public Speaking, Team Building exercises, and Workplace Spanish.

Personal Enrichment

Topics include, but are not limited to: Firearm Safety, Piano for Hopelessly Busy People, Photography, Beginning Crochet, Defensive Driving, Driver's Education, and Photoshop.

Admissions Procedures

SWGTC offers seminars and other activities to meet specific community educational needs. Seminars carry no academic credit, do not require entrance testing, and are not transferable to credit programs. Payment of fees allows for registration in the seminar.

Continuing Education Units

Institutional Continuing Education Units (CEUs) are available for many Economic Development Seminars. The Continuing Education Unit represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Professional Learning Units

Southwest Georgia Technical College is approved by the Georgia Department of Education to issue Professional Learning Units (PLUs) for specific continuing education courses.

The Southwest Georgia Technical College Department of Economic Development is in charge of the design and administration of the PLU program for teachers. Professional learning activities will be offered to complement and/or enhance existing classroom activities and to establish Southwest Georgia Technical College as a reliable source of quality professional learning credit courses.

Fees and Registration

The Economic Development registration fee must be paid in advance of class start date. Cash, Check, MasterCard, VISA and Company Billing are accepted. You are officially enrolled and your name placed on the roster as soon as we receive your registration form and payment. Students may be accepted on the first day of class on a space-available basis only.

Quick Start courses and training participants may be eligible for the HOPE grant. Waiver of fees for senior citizens does not apply to Economic Development Program offerings.

Seminar Cancellation

Seminars/courses with insufficient enrollment may be canceled at the discretion of the Economic Development Division. If a class is cancelled, every effort will be made to contact all students who have pre-registered. Students who have not pre-registered are responsible for finding out about classes that may have been cancelled. The division reserves the right to cancel, postpone, limit enrollment, split or combine classes, and change instructors and class location when necessary.

Refund Policy for Non-Credit Programs

Participants in non-credit seminars cancelled for insufficient enrollment or other institutional reasons will receive a full automatic refund. Refunds or exchanges made 24 hours (one working day) before the first class date will be honored. No refunds will be given after a seminar begins.

Frequency of Offerings

Seminars are offered year round. Copies of the current schedule may be obtained by contacting the Economic Development Department, SWGTC at (229) 227-2579.

Facility Rental

SWGTC offers facilities for rental including computer labs, classrooms, seminar rooms, and meeting rooms. Technical support, instructional equipment, catering, and other services may also be provided for a fee. For more information, contact (229) 227-2579.

Academic Programs



Southwest Georgia Technical College provides quality instructional courses and programs that serve the intellectual and career needs of the individual while also serving the needs of business and industry. The College fulfills this commitment by offering associate degree programs and diploma and certificate programs.



GENERAL EDUCATION

The purpose of General Education at Southwest Georgia Technical College is to provide high quality educational courses in humanities/fine arts, social/behavioral sciences, and natural science/mathematics through both distance and traditional delivery methods to help students develop individual skills and abilities that will enable them to 1) think critically; 2) communicate clearly and effectively in oral form; 3) communicate clearly and effectively in written form; and 4) apply the use of mathematics to solve common problems.

SWGTC students graduating with associate degrees and diplomas are required to demonstrate to what extent he/she has mastered appropriate General Education competencies.

The College requires a minimum of 25 quarter hours of General Education core courses for the associate degree. These quarter hours are to be selected as follows: One course each from Area A (Essential Skills), Area B (Institutional Options), Area C (Humanities/Fine Arts), Area D (Natural Science/Mathematics), and Area E (Social/Behavioral Sciences). As a minimum, all Associate Degree students are required to complete a common core of General Education courses consisting of ENG 1101, SPC 1101, a Humanities/Fine Arts, MAT 1100 or MAT 1111, and PSY 1101 prior to graduation.

CREDITS

Area A: Essential Skills

ENG	1101	Composition and Rhetoric	5
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Area B: Institutional Options

SPC	1101	Public Speaking	5
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Area C: Humanities/Fine Arts

ART	1101	Art Appreciation	5
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ENG	2130	American Literature	5
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HUM	1101	Introduction to Humanities	5
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MUS	1101	Music Appreciation	5
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Area D: Natural Science/Mathematics

AHS	1126	Health Science Physics	5
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AHS	1127	Health Science Chemistry	5
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BIO	2113	Anatomy and Physiology	5
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BIO	2114	Anatomy and Physiology II	5
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BIO	2117	Introductory Microbiology	5
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CHM	1111	Chemistry I	5
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CHM	1112	Chemistry II	5
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MAT	1100	Quantitative Skills and Reasoning	6
MAT	1111	College Algebra.	5
MAT	1112	College Trigonometry.	5
PHY	1101	Introductory Physics	5

Area E: Social/Behavioral Science

ECO	2103	Principles of Macroeconomics.	5
POL	1101	American Government.	5
PSY	1101	Introductory Psychology	5
PSY	2103	Human Development	5
SOC	1101	Introduction to Sociology	5

Diploma programs offered through the College also include a required component of 15 quarter hours of General Education Core courses providing background in Area A (Essential Skills), Area D (Natural Science/Mathematics), and Area E (Social/Behavioral Sciences). As a minimum, all Diploma students are required to complete a common core of General Education courses consisting of ENG 1010, MAT 1012 or MAT 1013, and EMP 1000 or PSY 1010 prior to graduation.*

Area A: Essential Skills

ENG 1010	Fundamentals of English I	5
ENG 1012	Fundamentals of English II	5

Area D: Natural Science/Mathematics

AHS	1011	Anatomy & Physiology	5
MAT	1012	Foundations of Mathematics	5
MAT	1013	Algebraic Concepts	5
MAT	1015	Geometry and Trigonometry	5

Area E: Social/Behavioral Sciences

EMP	1000	Interpersonal Relations and Professional	5
PSY	1010	Basic Psychology.	5

* The Paramedic Technology – Diploma program does not include EMP 1000 or PSY 1010.

Allied Health Programs



HEALTH CARE ASSISTANT

- Healthcare Assistant, TCC
- Healthcare Science, TCC

CLINICAL LABORATORY TECHNOLOGY

- Clinical Laboratory Technology, AAS
- Clinic Assistant (Phlebotomy), TCC

GERONTOLOGY

- Gerontology, AAS
- Gerontology, Diploma

MEDICAL ASSISTING

- Medical Assisting, AAS
- Medical Assisting, Diploma

NURSING

- Associate Degree Nursing, ADN
- Practical Nursing, Diploma
- Patient Care Assisting, TCC
- Qualified Medication Aide, TCC

PARAMEDIC TECHNOLOGY

- Paramedic Technology, AAS
- Paramedic Technology, Diploma
- Emergency Medical Technician Basic, TCC
- Emergency Medical Technician Intermediate, TCC

PHARMACY TECHNOLOGY

- Pharmacy Technology, AAS
- Pharmacy Technology, Diploma

RADIOLOGIC TECHNOLOGY

- Radiologic Technology, AAS

RESPIRATORY CARE TECHNOLOGY

- Respiratory Care Technology, AAS

SURGICAL TECHNOLOGY

- Surgical Technology, AAS
- Surgical Technology, Diploma

PURPOSE OF PROGRAM

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in respective fields.

TECHNICAL STANDARDS FOR ALLIED HEALTH

The Department of Allied Health has specified the following nonacademic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the Department of Allied Health programs and professional practice.

***Items 1-5 are documented by physical exam.**

1. Working in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or colleague safety.
2. Frequent bending, reaching, stooping, lifting, and the use of manual dexterity in the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes, and inserting needles into an ampule and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 pounds).
5. Possess sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient's medical records and medical information. Aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.

***Item 6 is documented by satisfactory completion of SPC 1101 (Public Speaking), ENG 1101 (Literature and Composition) for degree level students, and by satisfactory completion of ENG 1010 (Fundamentals of English I) for diploma level students.**

6. Ability to communicate clearly, monitor and instruct patients before, during, and after procedures.

***Item 7 is documented by satisfactory Admissions Placement Exams.**

7. To have sufficient problem-solving skills to include measuring, calculating, reasoning, analyzing, evaluating, and synthesizing with the ability to perform these skills in a timely fashion.
8. Criminal background checks and drug toxicology are required of all medical programs. Due to results of these checks, some students may be ineligible to participate in the program. Cost associated with these screenings will be paid for by the student.

Healthcare Assistant

Technical Certificate of Credit

Program Description: Healthcare Assistant is a five (5) quarter technical certificate of credit program that prepares students for competitive admission process to the College's health care programs and prepares students for employment in various health care settings. The Healthcare Assistant certificate provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the certificate provides multiple opportunities to expand present knowledge and skills in the area of health care by allowing specific choices on the specialty areas of concentration.

Length of Program: 3-5 quarters

Entrance Dates: Each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students will be expected to attain an American Heart Healthcare Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Health Care Assistant Concentration Courses or before completing the competitive admissions process for other allied health programs of study.

Curriculum Credits

1.	General Education Courses	23
	AHS 1011 Anatomy and Physiology.....	5
	ENG 1010 Fundamentals of English I.....	5
	PSY 1010 Basic Psychology.....	5
	<i>and one of the following (5 hours)</i>	
	MAT 1012 Foundations of Mathematics	5
	MAT 1013 Algebraic Concepts	(5)
	<i>and one of the following (3 hours)</i>	
	AHS 109 Medical Terminology for AHS.....	3
	BUS 2300 Medical Terminology.....	(3)
2.	Fundamental Occupational Courses	3
	SCT 100 Intro to Microcomputers	3
3.	Concentration Specific Courses	18-20
	<i>(Select one track)</i>	
	Pharmacy Technology	20
	AHS 1015 Basic Inorganic Chemistry.....	4
	PHR 100 Pharmaceutical Calculations	5
	PHR 101 Pharmacy Technology Fundamentals.....	5
	PHR 102 Principles of Dispensing Medications.....	6
	Surgical Technology	18
	AHS 104 Introduction to Health Care	3
	SUR 101 Intro to Surgical Technology.....	6
	SUR 108 Surgical Microbiology.....	3
	SUR 109 Surgical Patient Care	3
	SUR 110 Surgical Pharmacology.....	3

Program Final Exit Point: Healthcare Assistant, TCC.

Credits Required for Graduation: 44-46 minimum quarter hour credits required for graduation.

Healthcare Science

Technical Certificate of Credit

Program Description: Healthcare Science is a five (5) quarter technical certificate of credit program that prepares students for competitive admission process to the College's health care programs and prepares students for employment in various health care settings. The Healthcare Science certificate provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the certificate provides multiple opportunities to expand present knowledge and skills in the area of health care by allowing specific choices on the specialty areas of concentration.

Length of Program: 3-5 quarters

Entrance Dates: Each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Students will be expected to attain an American Heart Healthcare Provider CPR Certification, First Aid, Dental, Drug Toxicology, Physical Exam, and a Criminal Background Check prior to attending the Healthcare Science Concentration Courses or before completing the competitive admissions process for other allied health programs of study.

Curriculum Credits

1. General Education Courses	25
ENG 1101 Composition & Rhetoric	5
PSY 1101 Introductory Psychology	5
<i>and one of the following (5 hours)</i>	
ENG 2130 American Literature	5
HUM 1101 Introduction to Humanities	(5)
<i>and one of the following (5 hours)</i>	
MAT 1100 Quantitative Skills and Reasoning	5
MAT 1111 College Algebra	(5)
<i>and one of the following (5 hours)</i>	
SPC 1101 Public Speaking	5
ENG 1105 Technical Communications	(5)
2. Fundamental Occupational Courses	3
SCT 100 Intro to Microcomputers	3
3. Concentration Specific Courses	25-30
<i>(Select one track)</i>	
a. Associate Degree Nursing (Generic)	26
BIO 2113 Anatomy and Physiology I	5
BIO 2114 Anatomy and Physiology II	5
BIO 2117 Introductory Microbiology	5
NUR 191 Health Assessment Through the Life	4
NUR 192 Theoretical and Technical Foundations	7
b. Associate Degree Nursing (Bridge)	25
BIO 2113 Anatomy and Physiology I	5
BIO 2114 Anatomy and Physiology II	5
BIO 2127 Introductory Microbiology	5
NUR 191 Health Assessment Through the Life	4
NUR 196 Transition to Associate Degree Nursing	6
c. Pharmacy Technology	27
AHS 1015 Basic Inorganic Chemistry	4
BIO 2113 Anatomy and Physiology I	5
BIO 2114 Anatomy and Physiology II	5
PHR 100 Pharmaceutical Calculations	5
PHR 101 Pharmacy Technology Fundamentals	5
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for AHS	3
BUS 2300 Medical Terminology	(3)

d. Radiologic Technology			26
AHS	104	Introduction to Health Care	3
BIO	2113	Anatomy and Physiology I	5
BIO	2114	Anatomy and Physiology II	5
PHY	1110	Introductory Physics	5
RAD	101	Introduction to Radiography	5
RAD	103	Body Truck and Upper Extremities	3
e. Respiratory Care Technology			30
BIO	2113	Anatomy and Physiology I	5
BIO	2114	Anatomy and Physiology II	5
RTT	112	Introduction to Respiratory Therapy	5
RTT	113	Respiratory Therapy Lab I	5
<i>and one of the following (5 hours)</i>			
PHY	1110	Introductory Physics	5
AHS	1126	Health Science Physics	(5)
<i>and one of the following (5 hours)</i>			
CHM	1111	Chemistry I	5
AHS	1127	Health Sciences Chemistry	(5)
f. Surgical Technology			27
AHS	104	Introduction to Health Care	3
BIO	2113	Anatomy and Physiology I	5
BIO	2114	Anatomy and Physiology II	5
BIO	2117	Introductory Microbiology	5
SUR	101	Intro to Surgical Technology	6
SUR	109	Surgical Patient Care	3

Program Final Exit Point: Healthcare Science, TCC.

Credits Required for Graduation: 53-58 minimum quarter hour credits required for graduation.

Clinical Laboratory Technology

Associate of Applied Science Degree

Program Description: Clinical Laboratory Technology is an 8 quarter associate of applied science degree program. Students learn to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take national certification exams which are necessary for clinical employment.

This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences. National Accreditation Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Road, Suite 720, Rosemont, IL 60018; Phone: 773-714-8880 Ext. 4181; Fax: 773-714-8886; Website: www.naacls.org

Length of Program: 2 years

Entrance Date: Students are able to be admitted at the beginning of any quarter. All CLT courses begin spring quarter based on competitive admissions.

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, Drug Toxicology, Eye Test for Color Blindness

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Curriculum Credits

1. General Education Courses	30
CHM 1111 Chemistry I	5
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking	5
<i>and one of the following (5 hours)</i>	
MAT 1111 College Algebra	5
MAT 1100 Quantitative Skills and Reasoning	(5)
2. Fundamental Occupational Courses	26
BIO 2113 Anatomy & Physiology I	5
BIO 2114 Anatomy & Physiology II	5
CHM 1112 Chemistry II	5
SCT 100 Intro to Microcomputers	3
AHS 104 Introduction to Health Care	3
CLT 101 Introduction to Clinical Lab Technology	5
3. Specific Occupational Courses	66
CLT 103 Urinalysis/Body Fluids	3
CLT 104 Hematology/Coagulation	8
CLT 105 Serology/Immunology	3
CLT 106 Immunochemistry	7
CLT 107 Clinical Chemistry	7
CLT 108 Microbiology	8
CLT 109 Clinical Phlebotomy, Urinalysis Serology Practicum	4
CLT 110 Clinical Immunochemistry Practicum	6
CLT 111 Clinical Hematology/Coagulation Practicum	6
CLT 112 Clinical Microbiology Practicum	6
CLT 113 Clinical Chemistry Practicum	6
CLT 118 CLT Licensure Review I	1
CLT 119 CLT Licensure Review II	1

NOTE: All CLT courses have space limitations. Competitive admissions to CLT 101 may take place.

Program Final Exit Point: Clinical Laboratory Technology, AAS. Eligible to apply for the ASCP Board of Certification exam.

Credits Required for Graduation: 122 minimum quarter hour credits required for graduation

Clinic Assistant (Phlebotomy)

Technical Certificate of Credit

Program Description: This certificate program provides entry level preparation for initial employment as a clinical assistant. This program provides training in the necessary skills and knowledge required to provide area health care facilities and mobile lab facilities with prospective employees. This certificate program focuses on the drawing of blood for laboratory testing.

Entrance Date: See admissions office for program start dates

Entrance Requirements: Refer to Admissions procedures.

Age: 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Drug Toxicology, Criminal Background Check.

Curriculum Credits

1. Specific Occupational Courses	16
AHS 158 Laboratory Screening and Monitoring	4
PHL 103 Introduction to Venipuncture	4
PHL 105 Clinical Practice*	8

**Requires at least 100 successful venipunctures in at least 100 hours of clinical practice.*

Program Final Exit Point: Clinic Assistant, TCC. Eligible to apply for the Phlebotomy Technician exam.

Credits Required for Graduation: 16 minimum quarter hour credits required for graduation

Gerontology

Associate of Applied Science

Program Description: The Gerontology Associate Degree Program provides instruction that prepares students for careers in the health service occupations. The program provides leadership, management, and social services skills associated with work environments of the aging population. This program teaches the normal aging process and the problems associated with normal growth and development. Practicum experiences in nursing homes, assisted living, Alzheimer's units, and community centers allow students to gain the hands-on experience needed to deal with the aging populations.

Length of Program: Varies

Entrance Dates: Program Admission: Not currently admitting new students. Upon entering GRN courses, courses are required sequentially. GRN 110 must be completed prior to practicum courses.

Entrance Requirements: Refer to Admissions procedures.

Age: 17 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned.

Additional Requirements: Health Care Provide CPR Certification, First Aid, Physical Exam, Dental, Drug Toxicology, and Criminal Background Check must still be valid upon graduating from Gerontology Diploma.

NOTE: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. Failure to meet clinical requirements will result in being withdrawn from the course.

Curriculum Credits

1. General Education Courses	30
ENG 1101 Composition and Rhetoric	5
MAT 1111 College Algebra	5
PSY 1101 Introductory Psychology	5
SOC 1101 Introduction to Sociology	5
SPC 1101 Public Speaking	5
<i>and one of the following (5 hours)</i>	
ART 1101 Art Appreciation	5
ENG 2130 American Literature	(5)
HUM 1101 Introduction to Humanities	(5)
MUS 1101 Music Appreciation	(5)
2. Fundamental Occupational Courses	14
AHS 1011 Anatomy and Physiology	5
AHS 104 Introduction to Health Care	3
SCT 100 Intro to Microcomputers	3
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health	3
BUS 2300 Medical Terminology	(3)
3. Specific Occupational Courses	52
GRN 100 Understanding the Client	3
GRN 101 Aging Services Environment	3
GRN 102 Behavioral Health Aspects of Aging	3
GRN 103 Geriatric Nutrition	2
GRN 104 Healthy Aging	3
GRN 105 Principles of Home Health Care	5
GRN 106 Alzheimer's Disease and Dementia	5
GRN 107 Legal Aspects of Aging (Ethics)	5
GRN 108 Death and Dying	3
GRN 110 C.N.A. Fundamentals (C.N.A. 100)	8
GRN 200 Practicum I	6
GRN 201 Practicum II	6

**Upon successful completion of GRN 110 students are placed on the Georgia State Registry for Certified Nursing Assistants.*

Program Final Exit Point: Gerontology, AAS

Credits Required for Graduation: 96 Minimum quarter hours credits required for graduation.

Gerontology

Diploma Program

Program Description: The Gerontology Diploma Program, five (5) quarters in length, provides instruction that prepares the students for careers in the health service occupations. The program provides students with the basic knowledge and skills needed to obtain employment as entry level health care workers in work environments associated with the aging population. This program teaches the normal aging process and the problems associated with normal growth and development. Practicum experiences in various nursing homes, assisted living, Alzheimer's Units, and community centers will allow the student to gain the hands on experience needed to deal with the aging populations.

Length of Program: 5 quarters

Entrance Date: Program Admission: Not currently admitting new students. Upon entering GRN courses, courses are required sequentially. GRN 110 must be completed prior to practicum courses.

Entrance Requirements: Refer to Admissions procedures.

Age: 17 years of age or older

Education: An applicant must be a high school graduate or the equivalent of (GED).

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned.

Additional Requirements: American Heart Healthcare Provider CPR and First Aid Certification, Physical Exam, Dental, Drug Toxicology, and Criminal Background Check.

NOTE: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. This could result in being withdrawn from the program.

Curriculum Credits

1.	General Education Courses	15
	ENG 1010 Fundamentals of English I	5
	MAT 1012 Foundations of Mathematics	5
	PSY 1010 Basic Psychology.....	5
2.	Fundamental Occupational Courses	14
	AHS 1011 Anatomy and Physiology.....	5
	AHS 104 Introduction to Health Care	3
	SCT 100 Intro to Microcomputers	3
	<i>and one of the following (3 hours)</i>	
	AHS 109 Medical Terminology for Allied Health	3
	BUS 2300 Medical Terminology.....	(3)
3.	Specific Occupational Courses	52
	GRN 100 Understanding the Client	3
	GRN 101 Aging Services Environment	3
	GRN 102 Behavioral Health Aspects of Aging.....	3
	GRN 103 Geriatric Nutrition	2
	GRN 104 Healthy Aging	3
	GRN 105 Principles of Home Health Care.....	5
	GRN 106 Alzheimer’s Disease and Dementia	5
	GRN 107 Legal Aspects of Aging (Ethics)	5
	GRN 108 Death and Dying.....	3
	GRN 110* C.N.A. Fundamentals (C.N.A. 100).....	8
	GRN 200 Practicum I	6
	GRN 201 Practicum II.....	6

**Upon successful completion of GRN 110 students are placed on the Georgia State Registry for Certified Nursing Assistants.*

Program Final Exit Point: Gerontology, Diploma

Credits Required for Graduation: 81 minimum quarter hour credits required for graduation

Graduates are eligible for certification by the National Association of Geriatric Nursing Assistant (NAGNA).

Medical Assisting

Associate of Applied Science Degree

Program Description: Medical Assisting is a six (6) quarter degree program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, and arranging for hospital admissions and laboratory services.

Length of Program: 2-3 quarters of prerequisite courses and 4 quarters of technical courses

Entrance Date: Beginning of each quarter for general education courses; however, all prerequisite courses must be successfully completed prior to beginning occupational courses.

Program Admission: Summer Admit for Occupational Courses

Entrance Requirements: Refer to Admissions procedures. Contact Advisor or Admissions for details.

Age: Applicants must be 18 years of age or older prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, First Aid Certification, Physical Exam, Current Immunizations, Drug Toxicology and Criminal Background Check.

Note: As of January 2001, felons are not eligible to sit for the Medical Assisting Certification Examination unless granted a waiver by the Certifying Board. The waiver would be based on one or more mitigating circumstances listed in the Disciplinary Standards. Disciplinary standards are available in the office of the Southwest Georgia Technical College Medical Assisting Program Director.

Medical Assistants seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification. Graduates of the degree program are awarded the diploma which makes them eligible to sit for the national certification exam to become a Certified Medical Assistant - CMA(AAMA).

Curriculum Credits

1. Prerequisites for Technical Courses	13
AHS 1011 Anatomy and Physiology	5
MAT 1111 College Algebra	5
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health	3
BUS 2300 Medical Terminology	(3)
2. General Education Courses	25
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
SOC 1101 Introduction to Sociology	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking	5
3. Fundamental Occupational Courses	15
AHS 104 Introduction to Health Care	3
BUS 1130 Document Processing	6
MAS 101 Legal Aspects of the Medical Office	3
SCT 100 Intro to Microcomputers	3
4. Specific Occupational Courses	46
MAS 103 Pharmacology	5
MAS 106 Medical Office Procedures	5
MAS 108 Medical Assisting Skills I	6
MAS 109 Medical Assisting Skills II	6
MAS 110 Medical Insurance Management	3
MAS 111 Administrative Practice Management	4
MAS 112 Human Diseases	5
MAS 117 Medical Assisting Externship	8
MAS 118 Medical Assisting Seminar	4

Program Final Exit Point: Medical Assisting, AAS.

Credits Required for Graduation: 99 minimum quarter hour credits required for graduation.

The Southwest Georgia Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL, 33756; Phone: 1-727-210-2350; web site: www.caahep.org.

Medical Assisting

Diploma Program

Program Description: Medical Assisting is a five (5) quarter diploma program that trains the student for administrative and clinical duties, primarily in physicians' offices or clinics. Clinical skills include taking vital signs, obtaining medical histories, performing basic lab tests, sterilizing instruments, administering medications, and assisting the physician. Administrative skills include answering phones, scheduling appointments, transcription, filing medical and insurance reports, arranging for hospital admissions and laboratory services. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Length of Program: 1-2 quarters of prerequisite courses and 4 quarters of technical courses

Entrance Date: Beginning of each quarter for general education courses; however, all prerequisite courses must be successfully completed prior to beginning occupational courses.

Program Admission: Summer Admit for Occupational Courses

Entrance Requirements: Refer to Admissions procedures. Contact Advisor or Admissions for details.

Age: 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, First Aid Certification, Drug Toxicology, Physical Exam, Current Immunizations, Criminal Background Check.

Note: As of January 2001, felons are not eligible to sit for the Medical Assisting Certification Examination unless granted a waiver by the Certifying Board. The waiver would be based on one or more mitigating circumstances listed in the Disciplinary Standards. Disciplinary standards are available in the office of the Southwest Georgia Technical College Medical Assisting Program Director.

Curriculum Credits

1. Prerequisites for Technical Courses	13
AHS 1011 Anatomy and Physiology.....	5
MAT 1012 Foundations of Mathematics	5
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health	3
BUS 2300 Medical Terminology.....	(3)
2. General Education Courses	10
ENG 1010 Fundamentals of English I.....	5
PSY 1010 Basic Psychology.....	5
3. Fundamental Occupational Courses	15
AHS 104 Introduction to Health Care	3
BUS 1130 Document Processing.....	6
MAS 101 Legal Aspects of the Medical Office.....	3
SCT 100 Intro to Microcomputers	3
4. Specific Occupational Courses	46
MAS 103 Pharmacology	5
MAS 106 Medical Office Procedures.....	5
MAS 108 Medical Assisting Skills I.....	6
MAS 109 Medical Assisting Skills II	6
MAS 110 Medical Insurance Management.....	3
MAS 111 Administrative Practice Management.....	4
MAS 112 Human Diseases	5
MAS 117 Medical Assisting Externship	8
MAS 118 Medical Assisting Seminar.....	4

Program Final Exit Point: Medical Assisting, Diploma. Eligible to apply for national certification exam to become a Certified Medical Assistant (CMA).

Credits Required for Graduation: 84 minimum quarter hour credits required for graduation

The Southwest Georgia Technical College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL, 33756; Phone: 1-727-210-2350; web site: www.caahep.org.

Note: Credits from this program may be applied to a degree program.

Associate Degree Nursing (ADN)

Program Description: The Associate Degree Nursing program supports Southwest Georgia Technical College's commitment to serve the citizens of Grady, Mitchell, and Thomas counties, the state of Georgia, and the south east region. The ADN nursing program accepts the challenge to respond to societal health care needs by offering two options leading to the associate degree in nursing: the Generic Option and an LPN-ADN Bridge Option.

The ADN program is designed to prepare students as entry-level practitioners to provide safe, effective nursing care and promote healthy transitions for culturally diverse clients in a variety of settings. This program develops critical thinking, integrates accumulated knowledge from nursing, the sciences and humanities, and emphasizes the values of caring, accountability, responsibility and professional ethics. The ADN program has been granted approval by the Georgia Board of Nursing and is accredited by the National League for Nursing Accrediting Commission.

Length of Program:

Generic Option: 2 quarter of prerequisite courses, 6 quarters of general education and technical courses.

LPN-ADN Bridge: 4 quarters of prerequisite courses, 4 quarters of general education and technical courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite courses must be successfully completed prior to competitive program admission process.

Generic Option Admission - Main Campus: Summer & Winter.

Generic Option Admission - Valdosta Technical College Campus: Fall
L.P.N. – A.D.N. Bridge Option Admission - Main Campus: Winter.

All materials to be considered for the Summer Generic Option must be completed by the end of winter quarter. All materials to be considered for the Winter Generic Option must be completed by the end of summer quarter. All materials to be considered for the Winter L.P.N. – A.D.N. Bridge Option must be completed by the end of summer quarter.

Entrance Requirements: This is a Competitive Admissions Program with special requirements. For further details, Please see the Competitive Admissions Policy. Contact the program advisor or the admissions office for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 3 years of successful completion of NUR 192.

General Information: Students who are unsuccessful in NUR 192 may apply for readmission to NUR 192 (limited to one readmission). Students who are unsuccessful in NUR 196 must apply for the Generic Option and are not eligible for the Bridge Option.

Students will not be eligible to apply for admission to the Generic ADN program if they have failed out of any ASN, ADN, or BSN program at another institution. Students will be considered for admission to the Generic ADN program five (5) years after the last nursing course failure. However, the student who completes a PN program does not have to wait five (5) years before applying for the LPN Bridge Option.

Age: 18 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis. All pre-requisite and co-requisite courses in math and science must have been taken within five (5) years of program start/re-entry date.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Applicants for the LPN-ADN Bridge Option must hold an unencumbered Practical Nursing license in order to be considered for the Bridge Option. All students, both Generic and Bridge option, will be required to take and achieve minimum required scores on standardized and program-generated achievement tests. Physical Exam, dental exam, Immunization record, drug toxicology screening tests, and Criminal Background Check are required upon start of the program. The student must also hold a current American Heart Association BLS Healthcare provider CPR card upon entry into and throughout the program.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not have access to clinical sites. If clinical placement is not available, the student may be withdrawn from the ADN program. Successful completion of all program requirements does not guarantee student will be eligible to take the NCLEX-RN licensing examination and/or receive a registered nursing license.

Curriculum Credits

Generic Option

1. Prerequisites to Competitive Admission	20
BIO 2113 Anatomy & Physiology I	5
BIO 2114 Anatomy & Physiology II	5
ENG 1101 Composition and Rhetoric	5
MAT 1111 College Algebra	5
2. General Education Courses	33
BIO 2117 Introductory Microbiology	5
ENG 2130 American Literature	5
PSY 1101 Introductory Psychology	5
PSY 2103 Human Development	5
SCT 100 Intro to Microcomputers	3
SOC 1101 Introduction to Sociology	5
SPC 1101 Public Speaking	5
3. Occupational Courses	55
NUR 191 Health Assessment Through the Lifespan	4
NUR 192 Theoretical and Technical Foundations for Nursing Practice ..	7
NUR 193 Introduction to Nursing Principles of Pharmacology	2
NUR 194 Life Transitions I: Promotion of Health in the Adult	7
NUR 195 Life Transitions II: Promotion of Mental Health Through the Lifespan	6
NUR 291 Life Transitions III: Promotion of Health and Care of Women and Newborns Within the Family	6
NUR 292 Life Transitions IV: Promotion of Health and Care of Children Within the Family	6
NUR 293 Life Transitions V: Promotion of Health in the Adult Advanced	8
NUR 294 Life Transitions VI: Clinical Decision Making for Nursing Practice (Virtual Hospital Experience)	9

Program Final Exit Point: Associate Degree Nursing, ADN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate Degree in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

Credits Required for Graduation: 108 minimum quarter hour credits required for graduation

LPN-ADN Bridge Option

1. Prerequisites to Competitive Admission	53
BIO 2113 Anatomy & Physiology I	5
BIO 2114 Anatomy & Physiology II	5
BIO 2117 Introductory Microbiology	5
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
MAT 1111 College Algebra	5
PSY 1101 Introductory Psychology	5
PSY 2103 Human Development	5
SCT 100 Intro to Microcomputers	3
SOC 1101 Introduction to Sociology	5
SPC 1101 Fundamentals of Speech	5
2. Occupational Courses	41
NUR 191 Health Assessment Through the Lifespan	4
NUR 193 Introduction to Nursing Principles of Pharmacology	2
NUR 196 Transition to Associate Degree nursing (Bridge Option Student only)	
NUR 291 Life Transitions III: Promotion of Health and Care of Women and Newborns Within the Family	6
NUR 292 Life Transitions IV: Promotion of Health and Care of Children Within the Family	6
NUR 293 Life Transitions V: Promotion of Health in the Adult Advanced	8
NUR 294 Life Transitions VI: Clinical Decision Making for Nursing Practice (Virtual Hospital Experience)	9

Note: Upon successful completion of NUR 196, 14 additional credit hours will be granted for NUR 192, NUR 194, and NUR 195.

Program Final Exit Point: Associate Degree Nursing, ADN. Upon successful completion of all program requirements including passage of a standardized final exit exam, the student will be awarded an Associate Degree in Nursing and will be eligible to submit application to the Georgia Board of Nursing to register for NCLEX-RN licensure examination.

Credits Required for Graduation: 108 minimum quarter hour credits required for graduation

Practical Nursing

Diploma Program

Southwest Georgia Technical College offers Practical Nursing programs at the main campus in Thomasville and at SWGTC of Grady County in Cairo. All programs are approved by the Georgia Board of Examiners of Licensed Practical Nurses.

Program Description: Practical Nursing is a six (6) quarter diploma program that trains students to care for sub acute, convalescent, and chronic patients under the direction of a physician or professional nurse. Basic theory is coordinated with clinical practice under the direction of Southwest Georgia Technical College's instructors and nursing staffs of cooperating hospitals and agencies. Students will give direct patient care and perform certain tasks, including assessment, administration of treatments and medications, maintenance of health and prevention of illness under the direction of a registered nurse or physician.

Upon successful completion of NSG 110 and by meeting all state guidelines, participants' names are added to the State Registry for Patient Care Assistants.

Length of Program: 2 quarters prerequisites, 4 quarters technical courses

Entrance Dates: Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

Program Admission: Fall (Main Campus); Spring (SWGTC of Grady County). All materials to be considered for main campus admission must be completed by the end of Spring quarter. All materials to be considered for Grady Campus admission must be completed by the end of Fall quarter..

Entrance Requirements: Refer to Admissions procedures. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program. This program must be completed within 18 months of successful completion of NSG 110.

Age: 17 years of age or older. (Proof of age required)

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Standardized achievement tests will be given. All students are required to participate in the standardized evaluation process. Failure to participate will result in failure of the course. The NSG and NPT courses with the same digits are required simultaneous co-requisite courses. If a student is unsuccessful in one course, the student will be withdrawn with an "F" in both courses. American Heart Healthcare Provider CPR Certification, Physical Exam, Drug Toxicology, and Criminal Background Check are required.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Curriculum Credits

1.	Prerequisites to Occupational Courses		32
	AHS 1011	Anatomy and Physiology	5
	AHS 102	Drug Calculations/Administration	3
	AHS 104	Introduction to Health Care	3
	ENG 1010	Fundamentals of English I	5
	MAT 1012	Foundations of Mathematics	5
	PSY 1010	Basic Psychology	5
	SCT 100	Intro to Microcomputers	3
		<i>and one of the following (3 hours)</i>	
	AHS 109	Medical Terminology for Allied Health	3
	BUS 2300	Medical Terminology	(3)
2.	Fundamental Occupational Courses		2
	AHS 103	Nutrition and Diet Therapy	2
3.	Specific Occupational Courses		61
	NPT 112	Medical-Surgical Practicum I	7
	NPT 113	Medical -Surgical Practicum II	7
	NPT 212	Pediatric Nursing Practicum	2
	NPT 213	Obstetrical Nursing Practicum	3
	NPT 215	Nursing Leadership Practicum	2
	NSG 110	Nursing Fundamentals	10
	NSG 112	Medical-Surgical Nursing I	9
	NSG 113	Medical-Surgical Nursing II	9
	NSG 212	Pediatric Nursing	5
	NSG 213	Obstetrical Nursing	5
	NSG 215	Nursing Leadership	2

Program Final Exit Point: Practical Nursing, diploma. Eligible to apply to take the NCLEX-PN exam.

Credits Required for Graduation: 95 minimum quarter hour credits required for graduation

Note: A bridge program to the Associate Degree in Nursing program exists.

Patient Care Assisting (Also referred to as CNA)

Technical Certificate of Credit

Program Description: This Patient Care Assisting certificate program is designed to provide students the nursing skills and nutritional knowledge necessary to provide basic nursing care in home or health-care provider settings. Upon successful completion of CNA 100 and by meeting all state guidelines, participants' names are added to the State Registry of Patient Care Assistants. The certificate program is composed of 16 credit hours.

Entrance Date: Beginning of any quarter

Entrance Requirements: Refer to Admissions procedures.

Age: 17 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR and First Aid Certification (Provided in CNA 100), Physical Exam, Dental Exam, Drug Toxicology, and Criminal Background Check.

Curriculum Credits

1.	Occupational Courses		16
	AHS 103	Nutrition & Diet Therapy	2
	CNA 100*	Patient Care Fundamentals.....	8
	EMP 1000	Interpersonal Relations & Prof Dev.....	3
		<i>and one of the following (3 hours)</i>	
	AHS 109	Medical Terminology for Allied Health	3
	BUS 2300	Medical Terminology.....	(3)

Program Final Exit Point: Patient Care Assisting, TCC.

Credits Required for Graduation: 16 minimum quarter hour credits required for graduation

Note: Some credits from this program may be applied to a diploma program. Those who have been arrested/convicted of a moral and/or legal violation of the law may not be allowed to complete the practicum requirements. This could result in being withdrawn from the program.

* Upon successful completion of C.N.A. 100, Students may apply for placement on the Georgia State Registry for Certified Nursing Assistants

Qualified Medication Aide

Technical Certificate of Credit

Program Description: The purpose of the Qualified Medication Aide Program is to train and certify staff in the task of giving medications to residents in licensed homes called Community Living Arrangements under the delegation of a licensed Georgia nurse.

Length of Program: 2 quarters

Entrance Dates: Varies

Program Admission: Fall (Main Campus); Summer (SWGTC of Grady County).

Entrance Requirements: Refer to Admissions procedures.

Age: 18 years of age or older. (Proof of age required)

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: An affidavit from a community living arrangement which states the student is employed at their facility. The affidavit is available from your advisor and must be submitted with your application for the class. A criminal background check by Georgia Crime Information Center, including classifiable set of fingerprints and processing fee is required. American Heart Health Care Provider CPR certification, physical exam, drug toxicology, and dental exam are required. CNA 100 must be completed with a Technical College System of Georgia college or approved program.

Curriculum Credits

1. Specific Occupational Courses 19

CNA	100	Patient Care Fundamentals.....	8
AHS	109	Medical Terminology for Allied Health Sciences	3
QMA	100	Qualified Medication Aide Fundamentals	3
QMA	105	Medication Administration Principles	5

Program Final Exit Point: Qualified Medication Aide (QMA) Technical Certificate. Eligible to apply to take the competency examination for QMA.

Credits Required for Graduation: 19 minimum quarter hour credits required for graduation plus prerequisites.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the competency examination for Qualified Medication Aide (QMA)

Paramedic Technology

Associate of Applied Science Degree

Program Description: Paramedic Technology is a six (6) quarter associate degree program that provides instruction that prepares the EMT for employment as a Paramedic. The program is a combination of classroom instruction and clinical experience in pharmacology, cardiology, anatomy, physiology, trauma, surgery, obstetrics, pediatrics, disaster management, and related courses. Clinical practice in various departments at the affiliated hospital and emergency medical services allows the student to gain the hands-on training necessary to become certified as a Paramedic. This curriculum follows the D.O.T. National Standards and is approved by the Georgia Department of Human Resources.

Length of Program: Six (6) Quarters

Entrance Date: Prerequisite Courses open; however, all prerequisite/competitive admission courses must be successfully completed prior to competitive program admission process.

Program Admission: Winter

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Applicants for the Paramedic Program MUST have completed an approved EMT program and possess a valid state license as an EMT-B or EMT-Intermediate by Georgia, another state, or the NREMT. American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Curriculum Credits

1.	Prerequisites to Competitive Admission	15
	BIO 2113 Anatomy & Physiology I	5
	BIO 2114 Anatomy & Physiology II	5
	MAT 1111 College Algebra	5
2.	General Education Courses	25
	ENG 1101 Composition and Rhetoric	5
	ENG 2130 American Literature	5
	PSY 1101 Introductory Psychology	5
	SOC 1101 Introduction to Sociology	5
	SPC 1101 Public Speaking	5
3.	Fundamental Occupational Courses	3
	SCT 100 Intro to Microcomputers	3
4.	Specific Occupational Courses	61
	EMS 126 Intro to Paramedic Profession	3
	EMS 127 Patient Assessment	4
	EMS 128 Applied Physiology & Pathophysiology	3
	EMS 129 Pharmacology	4
	EMS 130 Respiratory Function and Management	5
	EMS 131 Trauma	5
	EMS 132 Cardiology I	5
	EMS 133 Cardiology II	4
	EMS 134 Medical Emergencies	5
	EMS 135 Maternal/Pediatric Emergencies	5
	EMS 136 Special Patients	2
	EMS 200 Clinical Application of Adv Emer Care	11
	EMS 201 Summative Evaluations	5

Program Final Exit Point: : Paramedic Technology, Degree. Eligible to sit for the National Registry of Paramedics State Board. The State of Georgia recognizes the National Registry.

Credits Required for Graduation: 104 minimum quarter hour credits required for graduation.

Paramedic Technology

Diploma Program

Program Description: The Paramedic Program, five (5) quarters in length, provides instruction that prepares the EMT for employment as a Paramedic. The program is a combination of classroom instruction and clinical experience in pharmacology, cardiology, anatomy, physiology, trauma, surgery, obstetrics, pediatrics, disaster management, and related courses. Clinical practice in various departments at the affiliated hospital and emergency medical services allows the student to gain the hands-on training necessary to become certified as a Paramedic. This curriculum follows the D.O.T. National Standards and is approved by the Georgia Department of Human Resources.

Length of Program: Five (5) Quarters

Entrance Date: Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

Entrance Requirements: Refer to Admissions procedures. Entry into this program is based on competitive admissions criteria. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Applicants for the Paramedic Program MUST have completed an approved EMT program and possess a valid state license as an EMT-B or EMT-Intermediate by Georgia, another state, or the NREMT. American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Curriculum Credits

1.	Prerequisites to Competitive Admission	10
	AHS 1011 Anatomy and Physiology	5
	MAT 1012 Foundations of Mathematics	5
2.	General Education Courses	5
	ENG 1010 Fundamentals of English I	5
3.	Fundamental Occupational Courses	3
	SCT 100 Intro to Microcomputers	3
4.	Specific Occupational Courses	61
	EMS 126 Intro. To Paramedic Profession	3
	EMS 127 Patient Assessment	4
	EMS 128 Applied Physiology & Pathophysiology	3
	EMS 129 Pharmacology	4
	EMS 130 Respiratory Function and Management	5
	EMS 131 Trauma	5
	EMS 132 Cardiology I	5
	EMS 133 Cardiology II	4
	EMS 134 Medical Emergencies	5
	EMS 135 Maternal/Pediatric Emergencies	5
	EMS 136 Special Patients	2
	EMS 200 Clinical Application of Adv Emer Care	11
	EMS 201 Summative Evaluations	5

Program Final Exit Point: Paramedic Technology, Diploma. Eligible to apply for the National Registry of Paramedic State Boards. The state of Georgia recognizes the National Registry.

Credits Required for Graduation: 79 minimum quarter hour credits required for graduation.

Emergency Medical Technician— Intermediate

Technical Certificate of Credit

Program Description: This program covers both the U.S. Department of Transportation 1985 Emergency Medical Technician - Intermediate Curriculum and the 1995 Emergency Medical Technician - Basic Curriculum. The EMT-I Program is designed to provide additional training and increased knowledge and skills in specific aspects of advanced life support above the basic level. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technician EMT-I certification exam and receive Georgia certification. Upon completion of EMS 1115, students would be eligible to sit for the National Registry of EMT Basic Exam.

Entrance Date: Fall Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: A high school diploma or GED is desirable but not required for the program admission but is required prior to graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, American Heart Healthcare Provider CPR Certification, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Curriculum Credits

1.	Occupational Courses		27
	EMS 1101	Introduction to the EMT Profession	4
	EMS 1103	Patient Assessment for the EMT	2
	EMS 1105	Airway Management for the EMT	2
	EMS 1107	Medical and Behavioral Emergencies	3
	EMS 1109	Assess and Mgmt Across Lifespan	2
	EMS 1111	Trauma Emergencies and WMD Resp	4
	EMS 1113	Clinical Applications for the EMT Basic	1
	EMS 1115	Practical Applications for the EMT Basic	2
	EMS 1201	Pharmacology and Shock/Trauma EMT	3
	EMS 1203	Clinical Applications for EMT Inter I	1
	EMS 1205	Clinical Applications for EMT Inter II	1
	EMS 1207	Practical Applications for EMT Intermediate	2

Note: Applicants already possessing the EMT Basic Certification will be allowed to enroll in the EMS 1201 course with an exemption from the EMS 1101, EMS 1103, EMS 1105, EMS 1107, EMS 1109, EMS 1111, EMS 1115 courses being provided upon the successful completion of the EMS 1201 course.

Program Final Exit Point: Emergency Medical Technician - Intermediate, TCC. Eligible to apply for the National Registry EMT Intermediate State Boards.

Credits Required for Graduation: 27 Minimum quarter hour credits required.

Emergency Medical Technician—Basic

Technical Certificate of Credit

Program Description: The Emergency Medical Technology (Basic) Certificate Program is intended to provide the entry-level component of training for students in the Emergency Medical Technician Basic Certification in the state of Georgia. This program is based on the United States Department of Transportation (DOT) National Standard Curriculum for Emergency Medical Technician-Basic.

Entrance Date: Fall Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 17 years of age or older. Must be 18 at time of graduation and to sit for National Registry Exam.

Education: A high school diploma or GED is desirable but not required for the program admission but is required prior to graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Physical Exam, Criminal Background Check, American Heart Healthcare Provider CPR Certification, and Drug Toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination.

Curriculum Credits

1.	Occupational Courses		20
EMS	1101	Intro to the EMT Profession	4
EMS	1103	Patient Assessment for the EMT	2
EMS	1105	Airway Management for the EMT	2
EMS	1107	Medical and Behavioral Emergencies	3
EMS	1109	Assess and Mgmt Across Lifespan	2
EMS	1111	Trauma Emergencies and WMD Resp	4
EMS	1113	Clinical Applications for the EMT Basic	1
EMS	1115	Practical Applications for the EMT Basic	2

Program Final Exit Point: Emergency Medical Technician - Basic, TCC. Eligible to apply for the National Registry EMT Basic State Boards. The state of Georgia recognizes EMT Basic as entry level.

Credits Required for Graduation: 20 Minimum quarter hour credits required.

Pharmacy Technology

Associate of Applied Science Degree

Program Description: Pharmacy Technology is a seven (7) quarter associate of applied science degree program designed to prepare students for employment as Pharmacy Technicians. Training provides classroom and clinical instruction in many subjects including: anatomy, drug calculation, chemistry, microcomputers, sterile techniques, and medication dispensing. Students practice all aspects of Pharmacy Technology using modern technology in hospital and retail pharmacies.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC; four quarters of technical courses.

Entrance Dates: Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

Program Admission: Winter

Entrance Requirements: This is a Competitive Admissions Program with special requirements. For further details, Please see the Competitive Admissions Policy. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, a complete physical examination, drug toxicology, and criminal background check prior to clinical education component of the Pharmacy Technology program. (At student's expense)

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to participate in clinical rotations and take the licensing examination.

Curriculum Credits

1. Prerequisites to Competitive Admission			5
MAT	1111	College Algebra	5
2. General Education Courses			35
BIO	2113	Anatomy and Physiology I	5
BIO	2114	Anatomy and Physiology II	5
ECO	2105	Principles of Macroeconomics	5
ENG	1101	Composition and Rhetoric	5
PSY	1101	Introductory Psychology	5
SPC	1101	Public Speaking	5
<i>and one of the following (3 hours)</i>			
ENG	2130	American Literature	5
ART	1101	Art Appreciation	(5)
MUS	1101	Music Appreciation	(5)
HUM	1101	Introduction to the Humanities	(5)
3. Fundamental Occupational Courses			10
AHS	1015	Basic Inorganic Chemistry	4
SCT	100	Intro to Microcomputers	3
<i>and one of the following (3 hours)</i>			
AHS	109	Medical Terminology for Allied Health	3
BUS	2300	Medical Terminology	(3)
4. Specific Occupational Courses			46
PHR	100	Pharmaceutical Calculations	5
PHR	101	Pharmacy Technology Fundamentals	5
PHR	102	Principles of Dispensing Medications	6
PHR	103	Principles of Sterile Medication Prep	6
PHR	104	Pharmacy Technology Pharmacology	5
PHR	105	Pharmacy Technology Practicum	7
PHR	106	Advanced Pharmacy Technology Prin.	5
PHR	107	Advanced Pharmacy Technology Prac	7

Program Final Exit Point: Pharmacy Technology, Degree. Eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board.

Credits Required for Graduation: 96 minimum quarter hour credits required for graduation

Pharmacy Technology

Diploma Program

Program Description: Pharmacy Technology is a five (5) quarter diploma program designed to prepare students for employment as Pharmacy Technicians. Training provides classroom and clinical instruction in many subjects including: anatomy, drug calculation, chemistry, microcomputers, sterile techniques, and medication dispensing. Students practice all aspects of Pharmacy Technology using modern technology in hospital and retail pharmacies.

Length of Program: One quarter of prerequisite courses found in the Healthcare Assistant, TCC; four quarters of technical courses.

Entrance Dates: Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

Program Admission: Winter Quarter

Entrance Requirements: This is a Competitive Admissions Program with special requirements. For further details, Please see the Competitive Admissions Policy. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, a complete physical examination, drug toxicology, and criminal background check prior to clinical education component of the Pharmacy Technology program. (At student's expense)

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to participate in clinical rotations and take the licensing examination.

Curriculum Credits

1. Prerequisite to Competitive Admissions	5
MAT 1012 Foundations of Mathematics	5
2. General Education Courses	15
ENG 1010 Fundamentals of English I	5
AHS 1011 Anatomy and Physiology	5
PSY 1010 Basic Psychology	5
3. Fundamental Occupational Courses	10
AHS 1015 Basic Inorganic Chemistry	4
SCT 100 Intro to Microcomputers	3
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health Sciences	3
BUS 2300 Medical Terminology	(3)
4. Specific Occupational Courses	46
PHR 100 Pharmaceutical Calculations	5
PHR 101 Pharmacy Technology Fund.	5
PHR 102 Principles of Dispensing Meds.	6
PHR 103 Principles of Sterile Medication Preparation	6
PHR 104 Pharmacy Technology Pharmacology	5
PHR 105 Pharmacy Tech. Practicum	7
PHR 106 Advanced Pharmacy Technology Principles	5
PHR 107 Adv. Pharmacy Tech. Practicum	7

Program Final Exit Point: Pharmacy Technology, Diploma. Eligible to sit for the national certification exam given by the Pharmacy Technician Certification Board.

Credits Required for Graduation: 76 minimum quarter hour credits required for graduation

Radiologic Technology

Associate of Applied Science Degree

Program Description: This seven (7) quarter associate of applied science degree program prepares students for employment as radiographers (X-ray technologist) who provide patient services using X-rays to image all parts of the body. This program provides classroom and clinical instruction in many subjects including anatomy and physiology, radiographic procedures and techniques, radiation biology and protection. Students have the opportunity to practice all aspects of radiologic technology using modern imaging equipment. Successful completion of the program will enable students to sit for the Radiography examination administered by the American Registry of Radiologic Technologists.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 7 quarters of technical courses

Entrance Date: Prerequisite Courses open; however, all prerequisite must be successfully completed prior to competitive program admission process.

Program Admission: Summer

Entrance Requirements: This is a Competitive Admissions Program with special requirements. For further details, Please see the Competitive Admissions Policy. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and drug toxicology.

Note: Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed by the designated governing body or certification by the A.R.R.T. Licensure/Certification requirements may vary by state. Graduates of the program will submit application to the American Registry of Radiologic Technologists during the final quarter of the program.

Curriculum Credits

1.	Prerequisites to Competitive Admission		31
	AHS	104 Introduction to Health Care	3
	BIO	2113 Anatomy & Physiology I	5
	BIO	2114 Anatomy & Physiology II	5
	ENG	1101 Composition and Rhetoric	5
	MAT	1111 College Algebra	5
	PSY	1101 Introductory Psychology	5
	SCT	100 Intro to Microcomputers	3
2.	General Education Courses		10
	ENG	2130 American Literature	5
	SPC	1101 Public Speaking	5
3.	Specific Occupational Courses		97
	RAD	101 Introduction to Radiography	5
	RAD	103 Body, Truck, and Upper Extremities Pro	3
	RAD	106 Lower Extremity and Spine Procedures	3
	RAD	107 Principles of Radiographic Exposure I	4
	RAD	109 Contrast Procedures	3
	RAD	113 Cranium Procedures	2
	RAD	116 Principles of Radiographic Exposure II	3
	RAD	117 Radiographic Imaging Equipment	4
	RAD	119 Radiographic Path and Med Term	3
	RAD	120 Principles of Radiation Biology and Pro	5
	RAD	123 Radiologic Science	5
	RAD	126 Radiologic Technology Review	4
	RAD	132 Clinical Radiography I	5
	RAD	133 Clinical Radiography II	7
	RAD	134 Clinical Radiography III	7
	RAD	135 Clinical Radiography IV	7
	RAD	136 Clinical Radiography VI	7
	RAD	137 Clinical Radiography VI	10
	RAD	138 Clinical Radiography VII	10

Program Final Exit Point: Radiologic Technology, AAS. Eligible to apply for the American Registry of Radiologic Technologist exam.

Credits Required for Graduation: 138 minimum quarter hour credits required for graduation

Respiratory Care Technology

Associate of Applied Science Degree

Program Description: The Respiratory Care Technology program is an eight (8) quarter associate of applied science degree program designed to educate the student at the therapist level in the diagnosis, treatment, management, control, and preventive care of patients with cardiopulmonary problems. This is accomplished through intensive classroom training, integrated with clinical experience, under medical direction at cooperating hospitals. The students will have an opportunity to work with a diversity of patients, applying their newly acquired knowledge of respiratory care areas, including: pharmacology, medical gas and humidity therapy, mechanical ventilator support, cardiopulmonary resuscitation, airway management, pulmonary function testing, and arterial blood gas analysis.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 6 quarters of technical courses

Entrance Date: Prerequisite Courses open; however, all prerequisite courses must be successfully completed prior to competitive program admission process.

Program Admission: Fall

Entrance Requirements: This is a Competitive Admissions Program with special requirements. For further details, Please see the Competitive Admissions Policy. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and drug toxicology.

Note: Individuals who have been convicted of a felony offense may be denied state licensure. Applications for state licensure are reviewed by the designated governing body for each state. Licensure requirements may vary by state. Graduates of the program will submit application to the Georgia Composite Board during the final quarter of the program.

Note: CRT to registry requires all sections 1 & 2 in curriculum and RTT#’s 193, 213, 214, 215, 216, 217, and 222. Graduates of a diploma-level respiratory care program prior to 1997, who hold the Advanced RRT Credential, must complete Sections 1, 2, and 3, to obtain the A.A.S. Degree.

Curriculum Credits

1. Prerequisites to Competitive Admission	15
BIO 2113 Anatomy & Physiology I	5
BIO 2114 Anatomy & Physiology II	5
<i>and one of the following (5 hours)</i>	
MAT 1111 College Algebra	5
MAT 1100 Quantitative Skills and Reasoning	(5)
2. General Education Courses	25
BIO 2117 Introductory Microbiology	5
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking	5
3. Fundamental Occupational Courses	13
SCT 100 Intro to Microcomputers	3
<i>and one of the following (5 hours)</i>	
PHY 1110 Introductory Physics	5
AHS 1126 Health Science Physics	(5)
<i>and one of the following (5 hours)</i>	
CHM 1111 Chemistry I	5
AHS 1127 Health Sciences Chemistry	(5)
4. Specific Occupational Courses	75
RTT 111 Pharmacology	5
RTT 112 Intro to Respiratory Therapy	5
RTT 113 Respiratory Therapy Lab I	5
RTT 193 Cardiopulmonary Anatomy and Phys	10
RTT 209 Clinical Practice I	2
RTT 210 Clinical Practice II	2
RTT 211 Pulmonary Disease	5
RTT 212 Critical Respiratory Care	5
RTT 213 Mech. Ventilation Equip. & Airway Care	5
RTT 214 Advanced Critical Care Monitoring	2
RTT 215 Pulmonary Function Testing	1
RTT 216 Pediatric and Neonatal Resp Care	3
RTT 217 Advanced Respiratory Care Seminar	5
RTT 218 Clinical Practice III	2
RTT 219 Clinical Practice IV	2
RTT 220 Clinical Practice V	5
RTT 222 Clinical Practice VI	10
RTT 227 Rehabilitation and Home Care	1

Program Final Exit Point: Respiratory Care Technology, AAS. Eligible to apply for National Board for Respiratory Care certification and registry exams. Note: Hospitals may require RRT credential for employment.

Credits Required for Graduation: 128 minimum quarter hour credits required for graduation

Surgical Technology

Associate of Applied Science Degree

Program Description: This eight (8) quarter technical training program prepares students to assist surgeons, nurses, and anesthesiologists, before, during, and after surgery by providing best possible care for the surgical patient. Surgical Technology students combine classroom, lab, and clinical experiences to become proficient in operating rooms setup and joining the surgical team (passing instruments, sutures, and sponges).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Science, TCC, 4 quarters of technical courses.

Entrance Date: Prerequisite Courses open; however, all prerequisite must be successfully completed with a minimum grade of a "C", prior to competitive program admission process.

Entrance Requirements: This is a Competitive Admissions Program with special requirements. For further details, Please see the Competitive Admissions Policy. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 18 years of age prior to first clinical course.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and drug toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the certification examination. Surgical Techs seeking this degree or transferring students must provide proof of graduation from an accredited program or proof of valid national certification.

Curriculum Credits

1. Prerequisites to Competitive Admission	16
BIO 2113 Anatomy & Physiology I	5
BIO 2114 Anatomy & Physiology II	5
SCT 100 Intro to Microcomputers	3
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health	3
BUS 2300 Medical Terminology	(3)
2. General Education Courses	30
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
MAT 1111 College Algebra	5
PSY 1101 Introductory Psychology	5
SOC 1101 Introduction to Sociology	5
SPC 1101 Public Speaking	5
3. Fundamental Occupational Courses	8
AHS 104 Introduction to Health Care	3
BIO 2117 Introductory Microbiology	5
4. Specific Occupational Courses	55
SUR 101 Intro to Surgical Technology	6
SUR 102 Principles of Surgical Tech	5
SUR 109 Surgical Patient Care	3
SUR 110 Surgical Pharmacology	3
SUR 112 Introductory Surgical Practicum	7
SUR 203 Surgical Procedures I	6
SUR 204 Surgical Procedures II	6
SUR 213 Specialty Surgical Practicum	8
SUR 214 Adv Specialty Surg Practicum	8
SUR 224 Seminar in Surgical Technology	3

Program Final Exit Point: Surgical Technology, AAS. Eligible to apply for a national certification examination.

Credits Required for Graduation: 109 minimum quarter hour credits required for graduation

Surgical Technology

Diploma Program

Program Description: This five (5) quarter technical training program prepares students to assist surgeons, nurses, and anesthesiologists, before, during, and after surgery by providing best possible care for the surgical patient. Surgical Technology students combine classroom, lab and clinical experiences to become proficient in operating room setup and joining the surgical team (passing instruments, sutures, and sponges).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Accreditation Review Committee on Education for Surgical Technology.

Length of Program: 2-3 quarters of prerequisite courses found in the Healthcare Assistant, TCC, 4 quarters of technical courses.

Entrance Dates: Prerequisite Courses open; however, all prerequisite must be successfully completed with a minimum grade of a "C", prior to competitive program admission process.

Entrance Requirements: This is a Competitive Admissions Program with special requirements. For further details, Please see the Competitive Admissions Policy. Contact the program advisor or admissions for details. Completion of prerequisite courses does not guarantee admission into the program.

Age: 17 years of age or older. (Proof of age required)

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: American Heart Healthcare Provider CPR Certification, Physical Exam, Criminal Background Check, and drug toxicology.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the certification examination.

Curriculum Credits

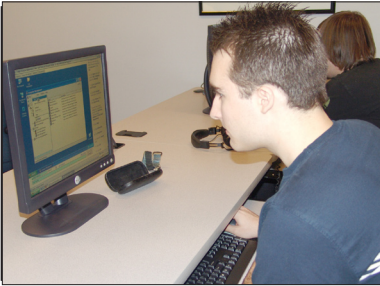
1. Prerequisites to Competitive Admission	11
AHS 1011 Anatomy and Physiology.....	5
SCT 100 Intro to Microcomputers	3
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health	3
BUS 2300 Medical Terminology.....	(3)
2. General Education Courses	15
ENG 1010 Fundamentals of English I.....	5
MAT 1012 Foundations of Mathematics	5
PSY 1010 Basic Psychology.....	5
3. Fundamental Occupational Courses	3
AHS 104 Introduction to Health Care	3
4. Specific Occupational Courses	58
SUR 101 Intro to Surgical Technology.....	6
SUR 102 Principles of Surgical Tech.....	5
SUR 108 Surgical Microbiology.....	3
SUR 109 Surgical Patient Care	3
SUR 110 Surgical Pharmacology.....	3
SUR 112 Introductory Surgical Practicum	7
SUR 203 Surgical Procedures I.....	6
SUR 204 Surgical Procedures II	6
SUR 213 Specialty Surgical Practicum.....	8
SUR 214 Adv Specialty Surg Practicum	8
SUR 224 Seminar in Surgical Technology	3

Program Final Exit Point: Surgical Technology, Diploma. Eligible to apply for a national certification examination.

Credits Required for Graduation: 87 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree program.

Business & Computer Technology Programs



ACCOUNTING

- Accounting, AAS
- Accounting, Diploma
- Payroll Accounting Specialist, TCC

BUSINESS TECHNOLOGY

- Business Administrative Technology, AAS
- Business Administrative Technology, Diploma
- Technical Communications, TCC
- Medical Billing Clerk, TCC
- Medical Language Specialist, TCC
- Unit Secretary, TCC
- Administrative Support Specialist, TCC

APPLIED BUSINESS TECHNOLOGY

- Applied Business Technology, AAS
- Applied Business Technology, Diploma

COMPUTER INFORMATION SYSTEMS

- CIS Computer Support Specialist, AAS
- CIS Computer Support Specialist, Diploma
- CIS Networking Specialist, AAS
- CIS Networking Specialist, Diploma
- CISCO Network Specialist, TCC
- CompTIA A+ Certified Technician Preparation, TCC
- Network Administrator, TCC
- Network Technician, TCC

MANAGEMENT & SUPERVISORY DEVELOPMENT

- Management and Supervisory Development, AAS
- Management and Supervisory Development, Diploma
- Supervisor/Manager Specialist, TCC

PURPOSE OF PROGRAM

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skills, and attitudes to succeed in respective fields.

Accounting

Associate of Applied Science Degree

Program Description: The Accounting associate degree program is a sequence of courses that prepares students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. Areas covered in this program include maintaining a set of books for business entities, account classifications, subsidiary record accounting, corporate accounting, cost accounting, payroll, computerized accounting, spreadsheet and database fundamentals, tax preparation, and word processing. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting Associate of Applied Science Degree, which qualifies them to work in the accounting field.

Length of Program: Six (6) quarters

Entrance Dates: Beginning of Each Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	30
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
ECO 2105 Principles of Macroeconomics	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking	5
MAT 1111 College Algebra	5
2. Fundamental Occupational Courses	43
ACC 1101 Principles of Accounting I	6
ACC 1102 Principles of Accounting II	6
ACC 1103 Principles of Accounting III	6
ACC 1104 Computerized Accounting	3

ACC 1106 Spreadsheet Applications 3
 ACC 1151 Individual Tax Accounting 5
 ACC 1152 Payroll Accounting 5
 SCT 100 Intro to Microcomputers 3
and one of the following (6 hours)
 BUS 1130 Document Processing 6
or all of the following (6 hours)
 BUS 1100 Intro to Keyboarding(3)
 XXX xxxx Advisor Approved Elective(3)

3. Accounting Electives (Select 10 hours of Electives) 10

ACC 2120 Principles of Auditing 5
 ACC 2154 Personal Finance 5
 ACC 2159 Accounting Simulation 5
 ACC 2160 Advanced Accounting Spreadsheet Applications 5
 ACC 2167 Accounting Internship I 6
 ACC 2168 Accounting Internship II 12
 ACC 2207 Principles of Fraud Examination 5

4. Occupational Electives (Select 15 hours of Electives) 15

ACC 2120 Principles of Auditing 5
 ACC 2154 Personal Finance 5
 ACC 2159 Accounting Simulation 5
 ACC 2160 Advanced Accounting Spreadsheet Applications 5
 ACC 2167 Accounting Internship I 6
 ACC 2168 Accounting Internship II 12
 ACC 2207 Principles of Fraud Examination 5
 BUS 1140 Word Processing 5
 BUS 1150 Database Applications 3
 BUS 1240 Office Procedures 3
 CIS 106 Computer Concepts 5
 CRJ 168 Criminal Law 5
 MSD 100 Management Principles 5
 MSD 102 Employment Law 5
 MSD 104 Human Resources Management 5
 MSD 109 Managerial Accounting & Finance 5
 MSD 113 Business Ethics 5

Program Final Exit Point: Accounting, AAS Degree.

Credits Required for Graduation: 98 minimum quarter hour credits required for graduation

Accounting

Diploma Program

Program Description: The Accounting program is a sequence of courses designed to prepare students for careers in the accounting profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of accounting theory and practical application necessary for successful employment using both manual and computerized accounting systems. Program graduates receive an Accounting diploma which qualifies them as accounting technicians.

Length of Program: Four (4) quarters

Entrance Dates: Beginning of Each Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	18
ENG 1010 Fundamentals of English I	5
ENG 1012 Fundamentals of English II	5
MAT 1012 Foundations of Mathematics	5
EMP 1000 Interpersonal Relations & Professional Development	3
2. Fundamental Occupational Courses	38
ACC 1101 Principles of Accounting I	6
ACC 1102 Principles of Accounting II	6
ACC 1103 Principles of Accounting III	6
ACC 1104 Computerized Accounting	3
ACC 1106 Spreadsheet Applications	3
ACC 1151 Individual Tax Accounting	5
ACC 1152 Payroll Accounting	5
SCT 100 Intro to Microcomputers	3

and one of the following (6 hours)

BUS 1130 Document Processing..... 6

or all of the following (6 hours)

BUS 1100 Into to Keyboarding.....(3)

XXX xxxx Advisor Approved Elective(3)

3. Occupational Electives (Select 10 hours of Electives)..... 10

ACC 2120 Principles of Auditing 5

ACC 2154 Personal Finance..... 5

ACC 2159 Accounting Simulation 5

ACC 2160 Advanced Spreadsheets..... 5

ACC 2167 Accounting Internship I 6

ACC 2168 Accounting Internship II.....12

ACC 2207 Principles of Fraud Examination 5

Program Final Exit Point: Accounting, Diploma.

Credits Required for Graduation: 71 minimum quarter hour credits required for graduation

Note: Credit for some classes from this program may be applied to a degree program.

Payroll Accounting Specialist

Technical Certificate of Credit

Program Description: The Payroll Accounting Specialist technical certificate of credit provides entry-level skills into payroll accounting. Topics include: principles of accounting, computerized accounting, principles of payroll accounting, mathematics, and basic computer use.

Length of Program: Two (2) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	23
ACC 1101 Principles of Accounting I	6
ACC 1102 Principles of Accounting II	6
ACC 1104 Computerized Accounting	3
ACC 1152 Payroll Accounting	5
SCT 100 Intro to Microcomputers	3

Program Final Exit Point: Payroll Accounting Specialist, TCC.

Credits Required for Graduation: 23 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma or degree program.

Business Administrative Technology

Associate of Applied Science Degree

Program Description: Business Administrative Technology is a six (6) quarter associate degree program that is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. The program emphasizes the use of word processing, spreadsheet, presentation, and database applications software. Students are also introduced to accounting fundamentals, electronic communications, internet research, and electronic file management. The program includes instruction in effective communication skills and technology innovations for the office. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of administrative technology. Graduates of the program receive a Business Administrative Technology, Associate of Applied Science degree.

Length of Program: Six (6) quarters

Entrance Date: Beginning of Each Quarter

Entrance Requirements: Refer to Admissions procedures. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	25-26
ENG 1101 Composition & Rhetoric	5
SPC 1101 Public Speaking	5
PSY 1101 Introductory Psychology	5
<i>and one of the following (5 hours)</i>	
MAT 1111 College Algebra	5
MAT 1100 Quantitative Skills and Reasoning	(6)
<i>and one of the following (5 hours)</i>	
ART 1101 Art Appreciation	5
ENG 2130 American Literature	(5)
HUM 1101 Introduction to Humanities	(5)
MUS 1101 Music Appreciation	(5)
2. Occupational Courses	70
SCT 100 Intro to Microcomputers	3
ACC 1101 Principles of Accounting I	6
ACC 1102 Principles of Accounting II	6
BUS 1130 Document Processing	6
BUS 1150 Database Applications	3
BUS 1240 Office Procedures	5
BUS 1140 Word Processing	5
BUS 2210 Applied Office Procedures	5
BUS 1170 Electronic Communication Applications	5
BUS 2110 Advanced Word Processing	5
BUS 2120 Spreadsheet Applications	3
BUS 2150 Presentation Applications	3
BUS 1120 Business Doc Proofreading and Editing	3
XXX XXX Specific Occupational-Guided Electives	12

Program Final Exit Point: Business Administrative Technology, AAS

Credits Required for Graduation: 95 minimum quarter hour credits required for graduation

Business Administrative Technology

Diploma

Program Description: Business Administrative Technology is a five (5) quarter diploma program that is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Business Administrative Technology program provides learning opportunities, which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the areas of business administration and business technology. Graduates of the program receive a Business Administrative Technology diploma with a specialty in either Business Administrative Assistant or Medical Administrative Assistant.

Length of Program: Five (5) quarters

Entrance Date: Beginning of Each Quarter

Entrance Requirements: Refer to Admissions procedures. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	18
ENG 1010 Fundamentals of English I	5
ENG 1012 Fundamentals of English II	5
MAT 1012 Foundations of Mathematics	5
EMP 1000 Interpersonal Relations and Prof Dev	3
2. Fundamental Occupational Courses	23
SCT 100 Intro to Microcomputers	3
BUS 1130 Document Processing	6
BUS 1120 Business Doc Proofreading and Editing	3
BUS 1140 Word Processing	5
<i>and one of the following (6 hours)</i>	
BUS 2200 Office Accounting	6
ACC 1101 Principles of Accounting	(6)
2. Specific Occupational Courses	33-35
<i>(Completion of one specialization is required)</i>	
Business Administrative Assistant	33
BUS 1240 Office Procedures	5
BUS 2210 Applied Office Procedures	5
BUS 1170 Electronic Communication Applications	5
BUS 2120 Spreadsheet Applications	3
BUS 2150 Presentation Applications	3
XXX XXX Specific Occupational-Guided Electives	12
Medical Administrative Assistant	35
MAS 112 Human Diseases	5
BUS 2340 Medical Administrative Procedures	5
BUS 2370 Medical Office Billing/Coding/Insurance	5
XXX XXX Specific Occupational-Guided Electives	12
<i>and one of the following (5 hours)</i>	
AHS 1011 Anatomy and Physiology	5
BUS 2310 Anatomy and Terminology	(5)
<i>and one of the following (3 hours)</i>	
BUS 2300 Medical Terminology	3
AHS 109 Medical Terminology for Health	(3)

Program Final Exit Point: Business Administrative Technology, Diploma

Credits Required for Graduation: 74-76 minimum quarter hour credits required for graduation

Technical Communications

Technical Certificate of Credit

Program Description: The purpose of this certificate is to prepare students for positions in business that require written and oral communication skills along with the technical proficiency to translate technical information to various audiences and in various formats.

Length of Program: Three to five (3-5) quarters

Entrance Date: Beginning of Each Quarter

Entrance Requirements: Refer to Admissions procedures. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	20-25
ENG 1101 Composition and Rhetoric	5
<i>and one of the following (5 hours)</i>	
MAT 1100 Quantitative Skills and Reasoning	5
MAT 1111 College Algebra	(5)
MAT 1112 College Trigonometry	(5)
<i>and one of the following Social Sciences (5 hours)</i>	
PSY 1101 Introductory Psychology	5
PSY 2103 Human Development	(5)
ECO 2105 Principles of Macroeconomics	(5)
HIS 1111 World History I	(5)
HIS 1112 World History II	(5)
HIS 2111 U.S. History I	(5)
HIS 2112 Survey of U.S. History II	(5)
<i>and one of the following Humanities (5 hours)</i>	
ENG 2130 American Literature	(5)
HUM 1101 Introduction to Humanities	(5)
MUS 1101 Music Appreciation	(5)
ART 1101 Art Appreciation	(5)
Optionally, one of the above Social Sciences or Humanities	(5)
2. Occupational Courses	33
SCT 100 Intro to Microcomputers	3
XXX XXXX Approved General Core Electives	10
XXX XXX Approved Occupational Courses	10
XXX XXX Optional - Approved Courses from General Core or Occupational	10

Program Final Exit Point: Technical Communications, TCC

Credits Required for Graduation: 43-58 minimum quarter hour credits required for graduation

Medical Billing Clerk

Technical Certificate of Credit

Program Description: This certificate program provides entry-level training in medical records coding skills that can be utilized in multiple types of health care facilities. The program also provides training in basic keyboarding and computer skills.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	22
BUS 1130 Document Processing	6
BUS 2370 Medical Office Billing/Coding/Insurance	5
SCT 100 Introduction to Microcomputers	3
AHS 1011 Anatomy & Physiology	5
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health	3
BUS 2300 Medical Terminology	(3)

Program Final Exit Point: Medical Billing Clerk, TCC.

Credits Required for Graduation: 22 minimum quarter hour credits required plus prerequisites for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

Medical Language Specialist

Technical Certificate of Credit

Program Description: The Medical Language Specialist includes instruction in transcription, proofreading, and report analysis while applying medical terminology and computer application skills.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	43
BUS 1130 Document Processing.....	6
BUS 2320 Medical Document Processing/Trans	5
BUS 2330 Advanced Medical Document Process	5
ENG 1010 Fundamentals of English I.....	5
MAS 112 Human Diseases	5
SCT 100 Intro to Microcomputers	3
BUS XXX Occupational Electives	6
<i>and one of the following (5 hours)</i>	
AHS 1011 Anatomy & Physiology	5
BUS 2310 Anatomy and Terminology	(5)
<i>and one of the following (3 hours)</i>	
AHS 109 Medical Terminology for Allied Health	3
BUS 2300 Medical Terminology.....	(3)

Program Final Exit Point: Medical Language Specialist TCC.

Credits Required for Graduation: 43 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.

Unit Secretary

Technical Certificate of Credit

Program Description: The Unit Secretary technical certificate of credit provides training in medical terminology, keyboarding, computer usage, and English skills. Students learn to function in the center of the communication hub found in a hospital unit. Desirable traits of a unit secretary include strong communication skills, flexibility, professionalism, and responsibility.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	28
BUS 1130 Document Processing.....	6
BUS 2380 Medical Administrative Assistant Internship I	6
BUS 2300 Medical Terminology	3
BUS 2320 Medical Document Processing/Trans	5
BUS 2340 Medical Administrative Procedures	5
AHS 104 Introduction to Health Care	3

Program Final Exit Point: Unit Secretary, TCC.

Credits Required for Graduation: 28 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.

Administrative Support Specialist

Technical Certificate of Credit

Program Description: Administrative Support Specialist is a three (3) quarter technical certificate of credit program that is designed to prepare graduates for employment in a variety of positions in today's technology-driven workplaces. The Administrative Support Specialist program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel.

Length of Course: Three (3) quarters

Entrance Dates: Every Quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	33
SCT 100 Computing Technology Fundamentals	5
BUS 1130 Document Processing.....	6
BUS 1240 Office Procedures.....	5
BUS 1140 Word Processing	5
BUS XXXX Specific Occupational-Guided Electives.....	6
<i>and one of the following (6 hours)</i>	
BUS 2200 Office Accounting.....	6
ACC 1101 Principles of Accounting I.....	(6)

Program Final Exit Point: Administrative Support Specialist, TCC.

Credits Required for Graduation: 33 minimum quarter hour credits required for graduation

Applied Business Technology

Associate of Applied Science Degree

Program Description: The Applied Business Technology Program (ABT) is a work-based, customized program. The program is designed to assist Georgia’s companies to maintain a trained workforce and to provide educational opportunities for currently employed workers who are interested in upward mobility and cross training. The courses required in the Certified Customer Services Specialist (CCSS) technical certificate of credit are incorporated into the ABT program.

Length of Course: Seven (7) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	30
ECO 2105 Principles of Macroeconomics.....	5
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature.....	5
MAT 1111 College Algebra.....	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking.....	5
2. Fundamental Occupational Courses	35
XXX XXX Assigned by Advisor	X
3. Work Based Courses	15
CCSS, CMS, or CDWS complete program courses (see Professional Services section)	
4. Work-Based Courses	15
APB 201 Internship	15

Program Final Exit Point: Applied Business Technology, AAS Degree.

Credits Required for Graduation: 95 minimum quarter hour credits required for graduation

Applied Business Technology

Diploma Program

Program Description: The Applied Business Technology Program (ABT) is a work-based, customized program. The program is designed to assist Georgia's companies to maintain a trained workforce and to provide educational opportunities for currently employed workers who are interested in upward mobility and cross training. The courses required in the CCSS, CMS or CDWS technical certificate of credit are incorporated into the ABT program.

Length of Course: Four (4) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

- 1. **General Education Courses** **13-15**
 ENG XXXX Diploma Level English Course 5
 MAT XXXX Diploma Level Math Course 5
and one of the following (3-5 hours)
 PSY 1010 Basic Psychology..... 5
 EMP 1000 Interpersonal Relations & Professional Development 3

- 2. **Fundamental Occupational Courses** **22**
 XXX XXX Assigned by advisor

- 3. **Work Based Courses** **15**
 CCSS, CMS, or CDWS complete program courses
 (see Professional Services section)

- 4. **Work Based Courses** **15**
 APB 201 Internship 15

Program Final Exit Point: Applied Business Technology, Diploma.

Credits Required for Graduation: 65 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree program.

Computer Information Systems— Computer Support Specialist

Associate of Applied Science Degree

Program Description: The Computer Information Systems – Computer Support Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems – Computer Support Specialist Associate Degree and are qualified for employment as computer support specialists.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	30
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature.....	5
SPC 1101 Public Speaking.....	5
PSY 1101 Introduction to Psychology.....	5
ECO 2105 Principles of Macroeconomics	5
MAT 1111 College Algebra.....	5
2. Fundamental Occupational Courses	25
SCT 100 Intro to Microcomputers	3
CIS 105 Program Design and Development	5
CIS 106 Computer Concepts.....	5
CIS xxxx An Operating System Course.....	6
<i>and one of the following:</i>	
CIS 1140 Networking Fundamentals	6
CIS 2321 Introduction to LAN or WAN.....	(6)
3. Specific Occupational Courses	55
CIS 122 Microcomputer Installation and Maintenance.....	7
CIS 127 Comprehensive Word Presentation Graphics.....	6
CIS 2228 Comprehensive Spreadsheet Techniques	6
CIS 2229 Comprehensive Database Techniques	6
CIS XXXX Program Language Elective	7
XXX XXXX Specific Occupational Electives.....	23

Program Final Exit Point: CIS, Computer Support Specialist, AAS Degree.

Credits Required for Graduation: 110 minimum quarter hour credits required for graduation

Computer Information Systems— Networking Specialist

Associate of Applied Science Degree

Program Description: The Computer Information Systems - Networking Specialist associate degree program is a sequence of courses designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates are to be competent in the general areas of humanities or fine arts, social or behavioral sciences, and natural sciences or mathematics, as well as in the technical areas of computer terminology and concepts, program design and development, and computer networking. Program graduates receive a Computer Information Systems - Networking Specialist Associate of Applied Science degree and are qualified for employment as networking specialists.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	General Education Courses	30
	ENG 1101 Composition and Rhetoric	5
	ENG 2130 American Literature	5
	SPC 1101 Public Speaking	5
	PSY 1101 Introductory Psychology	5
	ECO 2105 Principles of Macroeconomics	5
	MAT 1111 College Algebra	5
2.	Occupational Courses	72
	CIS 105 Program Design and Development	5
	CIS 106 Computer Concepts	5
	CIS XXXX An Operating Systems Course	6
	SCT 100 Intro to Microcomputers	3
	CIS 122 Microcomputer Installation and Maintenance	7
	CIS XXXX Program Language Elective	7
	CIS XXXX Networking Electives	9
	<i>and one of the following (6 hours)</i>	
	CIS 1140 Networking Fundamentals	6
	CIS 2321 Introduction to LAN and WAN	(6)
	<i>Completion of one specialization is required(24 hours)</i>	
	Microsoft Windows Network Administrator Spec (24 hours)	
	CIS 2149 Implementing Microsoft Windows Professional	6
	CIS 2150 Implementing Microsoft Windows Server	6
	CIS 2153 Implementing Microsoft Windows Networking Infra	6
	CIS 2154 Implementing Microsoft Windows Networking Directory	6
	CISCO Networking Specialist (24 hours)	
	CIS 2321 Introduction to LAN and WAN	6
	CIS 2322 Introduction to WANs and Routing	6
	CIS 276 Advanced Routers and Switches	6
	CIS 277 WAN Design	6

Program Final Exit Point: CIS, Networking Specialist, AAS Degree.

Credits Required for Graduation: 102 minimum quarter hour credits required for graduation

Computer Information Systems— Computer Support Specialist

Diploma Program

Program Description: The Computer Information Systems – Computer Support Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems – Computer Support Specialist diploma and are qualified for employment as computer support specialists.

Length of Program: Five (5) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	General Education Courses		18
	ENG 1010	Fundamentals of English I	5
	ENG 1012	Fundamentals of English II	5
	MAT 1013	Algebraic Concepts	5
	EMP 1000	Interpersonal Relations & Professional Development	3
2.	Fundamental Occupational Courses		25
	SCT 100	Intro to Microcomputers	3
	CIS 105	Program Design and Development	5
	CIS 106	Computer Concepts	5
	CIS XXXX	An Operating Systems Course	6
		<i>and one of the following (6 hours)</i>	
	CIS 1140	Networking Fundamentals	6
	CIS 2321	Introduction to LAN or WAN	(6)
3.	Specific Occupational Courses		47
	CIS 122	Microcomputer Installation and Maintenance	7
	CIS 127	Comprehensive Word Presentation Graphics	6
	CIS 2228	Comprehensive Spreadsheet Techniques	6
	CIS 2229	Comprehensive Database Techniques	6
	CIS XXXX	Program Language Elective	7
	XXX XXXX	Specific Occupational Electives	15

Program Final Exit Point: CIS, Computer Support Specialist, Diploma.

Credits Required for Graduation: 90 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree program.

Computer Information Systems— Networking Specialist

Diploma Program

Program Description: The Computer Information Systems - Networking Specialist program is designed to provide students with an understanding of the concepts, principles, and techniques required in computer information processing. Program graduates receive a Computer Information Systems - Networking Specialist diploma and are qualified for employment as networking specialists.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses 18

ENG	1010	Fundamentals of English I	5
ENG	1012	Fundamentals of English II	5
EMP	1000	Interpersonal Relations & Professional Development	3
<i>and one of the following (5 hours)</i>			
MAT	1012	Foundations of Mathematics	5
MAT	1013	Algebraic Concepts	(5)

2. Occupational Courses 72

SCT	100	Intro to Microcomputers	3
CIS	105	Program Design and Development	5
CIS	106	Computer Concepts.	5
CIS	XXXX	An Operating Systems Course	6
CIS	122	Microcomputer Installation and Maintenance.	7
CIS	XXXX	Program Language Elective	7
CIS	XXXX	Networking Electives	9
<i>and one of the following (6 hours)</i>			
CIS	1140	Networking Fundamentals	6
CIS	2321	Intro to LAN or WAN	(6)

Completion of one specialization is required

CISCO Networking Specialist (24 hours)

CIS	2321	Introduction to LAN and WAN	6
CIS	2322	Introduction to WANs and Routing	6
CIS	276	Advanced Routers and Switches.	6
CIS	277	WAN Design	6

or

Microsoft Windows Network Administrator Spec (24 hours)

CIS	2149	Implementing Microsoft Windows Professional	6
CIS	2150	Implementing Microsoft Windows Server	6
CIS	2153	Implementing Microsoft Windows Networking Infrastructure	6
CIS	2154	Implementing Microsoft Windows Networking Directory.	6

Program Final Exit Point: CIS, Networking Specialist, Diploma.

Credits Required for Graduation: 90 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree program.

Cisco Network Specialist

Technical Certificate of Credit

Program Description: The Cisco Network Specialist program teaches how to build, maintain and troubleshoot computer networks. Students also learn how to connect these networks to other networks and the Internet.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

* Special Admission is not allowed.

Curriculum Credits

1. Specific Occupational Courses	24
CIS 2321 Introduction to LAN and WAN	6
CIS 2322 Introduction to WANs and Routing	6
CIS 276 Advanced Routers and Switches	6
CIS 277 WAN Design	6
** Prerequisites: SCT100 and CIS1140	

Program Final Exit Point: Cisco Network Specialist, TCC. eligible to apply to take the exam for national CCNA exam.

Credits Required for Graduation: 24 minimum quarter hour credits required for graduation plus prerequisites

Note: Credits from this program may be applied to a degree or a diploma program.

CompTIA A+ Certified Technician Preparation

Technical Certificate of Credit

Program Description: The CompTIA A+ Certified Technician Preparation technical certificate of credit program is designed to provide computer users with the skills and knowledge necessary to take the CompTIA A+ certification exam. Earning CompTIA A+ certification shows that the individual possesses the knowledge, technical skills and customer relations skills essential for working as a successful entry-level computer service technician.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	27
SCT 100 Intro to Microcomputers	3
CIS 106 Computer Concepts	5
CIS 122 Microcomputer Installation and Maintenance	7
CIS 173 PC Operating System Concepts	6
CIS XXX Advisor Approved Elective	6

Program Final Exit Point: CompTIA A+ Certified Technician Preparation, TCC.

Credits Required for Graduation: 27 minimum quarter hour credits required.

Note: Credits from this program may be applied to a degree or a diploma program.

Network Administrator

Technical Certificate of Credit

Program Description: This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to install, configure and maintain networks using Windows networking software. The student is prepared to take the MCP (Microsoft Certified Professional) exam.

Entrance Date: Beginning of Each quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or its equivalent (GED) is desirable, but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses		45
CIS	106	Computer Concepts..... 5
CIS	173	PC Operating System Concepts..... 6
CIS	122	Microcomputer Installation Maintenance..... 7
CIS	2149	Implementing MS Windows Professional..... 6
CIS	2150	Implementing MS Windows Server..... 6
SCT	100	Intro to Microcomputers..... 3
CIS	XXX	Electives..... 6
		<i>and one of the following (6 hours)</i>
CIS	1140	Networking Fundamentals..... 6
CIS	2321	Intro to LAN and WAN.....(6)

Program Final Exit Point: Network Administrator, TCC. Eligible to apply to take the exam for national certification.

Credits Required for Graduation: 45 minimum quarter hour credits required for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

Network Technician

Technical Certificate of Credit

Program Description: This certificate program provides basic training in computer information systems networking. Students are introduced to the basic concepts of network administration. Upon graduation, students will be able to maintain networks using Windows networking software.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	20
CIS 106 Computer Concepts.....	5
CIS 173 PC Operating System Concepts.....	6
SCT 100 Intro to Microcomputers	3
<i>and one of the following (6 hours)</i>	
CIS 1140 Networking Fundamentals	6
CIS 2321 Intro to LAN and WAN.....	(6)

Program Final Exit Point: Network Technician, TCC. Eligible to apply to take the exam for national certification.

Credits Required for Graduation: 20 minimum quarter hour credits required.

Note: Credits from this program may be applied to a degree or a diploma program.

Management and Supervisory Development

Associate of Applied Science Degree

Program Description: The Management and Supervisory Development associate degree program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development associate degree program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program graduates who are experienced workers are prepared to perform management and supervisory functions such as employee training, labor relations, employee evaluation, and employee counseling and disciplinary action.

Length of Program: Seven (7) Quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	General Education Courses	30
	ENG 1101 Composition & Rhetoric	5
	ENG 2130 American Literature.....	5
	ECO 2105 Principles of Macroeconomics	5
	MAT 1111 College Algebra.....	5
	PSY 1101 Introductory Psychology	5
	SPC 1101 Public Speaking.....	5
2.	Specific Occupational Courses	76
	SCT 100 Intro to Microcomputers	3
	MSD 101 Organizational Behavior.....	5
	MSD 102 Employment Law	5
	MSD 104 Human Resources Management.....	5
	MSD 106 Performance Management.....	5
	MSD 113 Business Ethics.....	5
	MSD 114 Management Communications Technologies.....	5
	MSD 210 Team Project.....	5
	MSD 220 Management and Supervision OBI	3
	MSD XXX M&SD Electives	15
	<i>and one of the following (5 hours)</i>	
	MKT 101 Principles of Management	5
	MSD 100 Management Principles	(5)
	<i>and one of the following (5 hours)</i>	
	MKT 103 Business Law	5
	MSD 103 Leadership	(5)
	<i>and one of the following (5 hours)</i>	
	ACC 1101 Principles of Accounting	5
	MSD 109 Managerial Accounting & Finance	(5)

Program Final Exit Point: Management & Supervisory Development, Associate of Applied Science

Credits Required for Graduation: 106 minimum quarter hour credits required for graduation. Program Final Exit Point: Management & Supervisory Development, AAS

Credits Required for Graduation: 106 minimum quarter hour credits required for graduation.

Management and Supervisory Development

Diploma

Program Description: The Management and Supervisory Development program prepares experienced workers for entry into management or supervisory occupations in a variety of businesses and industries. The Management and Supervisory Development program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a management and supervisory development diploma.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	General Education Courses	18
	ENG 1010 Fundamentals of English I	5
	ENG 1012 Fundamentals of English II	5
	MAT 1012 Foundations of Mathematics	5
	EMP 1000 Interpersonal Relations and Professional Development.	3
2.	Specific Occupational Courses	71
	SCT 100 Intro to Microcomputers	3
	MSD 101 Organizational Behavior	5
	MSD 102 Employment Law	5
	MSD 104 Human Resources Management	5
	MSD 106 Performance Management	5
	MSD 112 Introduction to Business & Economics	5
	MSD 113 Business Ethics	5
	MSD 114 Management Communications Technologies	5
	MSD 210 Team Project	5
	MSD 220 Management and Supervision OBI	3
	MSD XXX M&SD Electives	10
	<i>and one of the following (5 hours)</i>	
	MKT 101 Principles of Management	5
	MSD 100 Management Principles	(5)
	<i>and one of the following (5 hours)</i>	
	MKT 103 Business Law	5
	MSD 103 Leadership	(5)
	<i>and one of the following (5 hours)</i>	
	ACC 1101 Principles of Accounting	5
	MSD 109 Managerial Accounting & Finance	(5)

Program Final Exit Point: Management & Supervisory Development, Diploma

Credits Required for Graduation: 89 minimum quarter hour credits required for graduation.

Supervisor/Manager Specialist

Technical Certificate of Credit

Program Description: This certificate serves as an introduction to the basics of supervision and/or management.

Length of Program: Two (2) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admission.

Curriculum Credits

1. Specific Occupational Courses	20
MSD 103 Leadership	5
MSD 104 Human Resources Management	5
<i>and one of the following (5 hours)</i>	
MSD 100 Management Principles	5
MKT 101 Principles of Management	(5)
<i>and one of the following (5 hours)</i>	
MSD 102 Employment Law	5
MKT 103 Business Law	(5)
MSD 105 Labor Management Relations	(5)

Program Final Exit Point: Supervisor/Manager Specialist, TCC

Credits Required for Graduation: 20 minimum quarter hour credits required for graduation.

Professional Services Programs



CERTIFIED PROGRAMS

- Certified Customer Service Specialist, TCC
- Certified Manufacturing Specialist, TCC
- Certified Warehousing Distribution Specialist, TCC

COSMETOLOGY

- Cosmetology, Diploma
- Shampoo Technician, TCC

CRIMINAL JUSTICE TECHNOLOGY

- Crime Scene Investigations Technology, AAS
- Criminal Justice Technology, AAS
- Criminal Justice Technology, Diploma
- Law Enforcement Investigations Assistant, TCC

EARLY CHILDHOOD CARE & EDUCATION

- Early Childhood Care and Education, AAS
- Early Childhood Care and Education, Diploma
- Child Development Specialist, TCC

E-LEARNING DEVELOPMENT

- E-Learning Design and Development Specialist, TCC

SOCIAL WORK

- Social Work, AAS



PURPOSE OF PROGRAM

The purpose of the associate degree, diploma, and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skill, and attitudes to succeed in respective fields.

Certified Customer Service Specialist

Technical Certificate of Credit

Program Description: This certificate program provides training for a highly skilled customer service contact work force. Individuals will be trained in basic technical and interpersonal skills required to perform a wide variety of customer contact jobs.

Entrance Date: Varies

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	15
MKT 161 Service Industry Business Environment	2
MKT 162 Customer Contact Skills	6
MKT 163 Computer Skills for Customer Service	3
MKT 164 Business Skills for the Customer Service Environment	3
MKT 165 Personal Effectiveness in Customer Service	1

Program Final Exit Point: Certified Customer Service Specialist, TCC.

Credits Required for Graduation: 15 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.

Certified Manufacturing Specialist

Technical Certificate of Credit

Program Description: This certificate program provides a resource to train and educate the local workforce currently employed in manufacturing, and provides an educational and training resource for those individuals who wish to pursue manufacturing careers.

Entrance Date: Varies

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	15
AMF 152 Manufacturing Organizational Principles	2
AMF 154 Manufacturing Workforce Skills.....	3
AMF 156 Manufacturing Production Requirements.....	2
AMF 158 Automated Manufacturing Skills	3
AMF 160 Representative Manufacturing Skills.....	5

Program Final Exit Point: Certified Manufacturing Specialist, TCC.

Credits Required for Graduation: 15 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.

Certified Warehousing and Distribution Specialist

Technical Certificate of Credit

Program Description: The Certified Warehousing and Distribution Specialist certificate program provides a resource to train and educate the local workforce currently employed in warehousing and distribution, and provides an educational and training resource for those individuals who wish to pursue warehousing and distribution careers.

Entrance Date: Varies

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	15
DMM 154 Working in the Warehousing Environment	2
DMM 156 Warehousing Workforce Skills	2
DMM 158 Warehousing and Distribution Process	4
DMM 160 Warehousing Technology Skills	3
DMM 162 Representative Warehousing Skills	4

Program Final Exit Point: Certified Warehousing and Distribution Specialist, TCC.

Credits Required for Graduation: 15 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.

Cosmetology

Diploma Program

Program Description: This five (5) quarter program is a sequence of courses designed to prepare students for successful careers in Cosmetology. Learning opportunities develop academic and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes specialized training in safety and sanitation; state laws, rules, and regulations; chemistry, anatomy and physiology; skin, hair, and nail diseases and disorders; hair treatments and manipulations; hair shaping, hair styling, artificial hair, braiding/intertwining hair, and chemical reformation and application; skin and nail care; hair coloring and hair lightening; reception, sales, management, math, reading, writing, interpersonal relations development, computer skills, employability skills, and work ethics. The curriculum meets state licensing requirements of the State Board of Cosmetology. Program graduates receive a Cosmetology diploma and are qualified to take the Georgia State Board of Cosmetology License Examination. Successful completion of the examination results in licensure as a Master Cosmetologist, employable as a cosmetology salesperson, cosmetologist, salon manager, or a salon owner.

Length of Program: One (1) Quarter prerequisites; Four (4) Quarters fundamental and specific occupational courses.

Entrance Date: Each quarter

Entrance Requirements: Refer to Admissions procedures. Contact the program advisor or admissions for details.

Age: Students applying for this course must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	13
*ENG 1010 Fundamentals of English I	5
MAT 1012 Foundations of Mathematics	5
EMP 1000 Interpersonal Relations & Professional Development	3
2. Occupational Courses	69
SCT 100 Intro to Microcomputers	3
COS 100 Intro to Cosmetology Theory	5
COS 101 Intro to Perm. Waving & Relaxing	4
COS 103 Basic Creative Treatment of Hair, Scalp and Skin	3
COS 105 Intro to Shampooing and Styling	4
COS 106 Intro to Haircutting	3
COS 107 Advanced Haircutting	2
COS 108 Permanent Waving and Relaxing	3
COS 109 Hair Color	6
COS 110 Skin, Scalp, and Hair	3
COS 111 Styling	3
COS 112 Manicuring and Pedicuring	3
COS 113 Cosmetology Practicum I	5
COS 114 Cosmetology Practicum II	8
COS 115 Cosmetology Practicum III	5
COS 116 Cosmetology Practicum IV	5
COS 117 Salon Management	4

*Prerequisites to COS 100

Program Final Exit Point: Cosmetologist, diploma. Eligible to sit for state license exam.

Credits Required for Graduation: 82 minimum quarter hour credits required for graduation

Shampoo Technician

Technical Certificate of Credit

Course Description: The Shampoo Technician certificate program prepares students for entry level assistant cosmetologist positions. The program is offered to provide students with a short-term program of study in Cosmetology, an early exit from the diploma program or application of course credits toward a cosmetology diploma if desired. The program graduates are employable as a Cosmetology salesperson or in a salon as a Shampoo Technician, Salon manager or owner.

Entrance Date: Beginning of each quarter in which COS 100 is taught.

Entrance Requirements: Refer to Admissions procedures.

Age: Applicants must be 16 years of age or older

Education: A high school diploma or the equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	19
COS 100 Introduction to Cosmetology Theory	5
COS 103 Basic Creative Treatment of Skin, Scalp, and Hair	3
COS 105 Intro - Shampooing and Styling	4
COS 117 Salon Management	4
XXX xxx Advisor Approved COS Elective.	3

Program Final Exit Point: Shampoo Technician, TCC.

Credits Required for Graduation: 19 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

Crime Scene Investigation Technology

Associate of Applied Science Degree

Program Description: The Crime Scene Investigation Technology associate of applied science degree program is a sequence of courses that prepares students for work in the forensic laboratories of the modern criminal justice system. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice and Forensic Laboratory theory and practical application necessary for successful employment. Program graduates receive a Crime Scene Investigation Technology associate of applied science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the laboratory facilities attached to any modern investigative facility, civil or private.

Length of Program: Eight (8) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 18 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to work with a civil investigative facility should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology is required. Results will affect employment options and will need to be discussed with advisor.

Curriculum Credits

1. General Education Courses	25
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking	5
<i>and one of the following (5 hours)</i>	
MAT 1111 College Algebra	5
MAT 1100 Quantitative Skills and Reasoning	(5)
2. Fundamental Occupational Courses	33
CRJ 101 Introduction to Criminal Justice	5
CRJ 104 Principles of Law Enforcement	5
CRJ 105 Criminal Procedure	5
CRJ 162 Methods of Criminal Investigation	5
CRJ 163 Investigation and Presentation of Evidence	3
CRJ 172 Introductory Forensic Science	5
CRJ 290 Crime Scene Analysis Internship	2
SCT 100 Intro to Microcomputers	3
3. Concentration Specific Courses	52
<i>(Select One Track)</i>	
Laboratory Forensics	
BIO 2113 Anatomy & Physiology I	5
BIO 2114 Anatomy & Physiology II	5
CHM 1111 Chemistry I	5
CHM 1112 Chemistry II	5
CLT 103 Urinalysis/Body Fluids	3
CLT 105 Serology/Immunology	3
CLT 106 Immunohematology	7
CLT 107 Clinical Chemistry	7
CLT 110 Clinical Immunohematology Practicum	6
CLT 113 Clinical Chemistry Practicum	6
Computer Forensics	
ECO 2105 Principles of Macroeconomics	5
CIS 122 Microcomputer Installation and Maintenance	7
CIS 286 A+ Preparation	7
CIS 173 PC Operating Systems Concepts	6

CIS	106	Computer Concepts.....	5
CIS	1115	Information Security Fundamentals	5
CIS	1116	Security Policies and Procedures.....	5
CIS	1140	Networking Fundamentals	6
CIS	1120	Computer Forensics and Disaster Recovery	6

Program Final Exit Point: Crime Scene Investigation Technology, AAS.

Credits Required for Graduation: 110 minimum quarter hour credits required for graduation

Students with a current Basic Peace Officer Certification may be eligible to receive 20 credit hours corresponding to the following courses: CRJ 101 Introduction to Crminal Justice, CRJ 104 Principles of Law Enforcement, and CRJ 162 Methods of Criminal Investigations.

Criminal Justice Technology

Associate of Applied Science Degree

Program Description: The Criminal Justice associate of applied science degree program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice associate of applied science degree. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Length of Program: Five (5) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology is required. Results will affect employment options and will need to be discussed with advisor.

Curriculum Credits

1.	General Education Courses	30
	ECO 2105 Principles of Macroeconomics	5
	ENG 1101 Composition and Rhetoric	5
	ENG 2130 American Literature	5
	PSY 1101 Introductory Psychology	5
	SPC 1101 Public Speaking	5
	<i>and one of the following (5 hours)</i>	
	MAT 1111 College Algebra	5
	MAT 1100 Quantitative Skills and Reasoning	(5)
2.	Fundamental Occupational Courses	23
	CRJ 101 Introduction to Criminal Justice	5
	CRJ 105 Criminal Procedure	5
	CRJ 202 Constitutional Law	5
	CRJ 207 Juvenile Justice	5
	SCT 100 Intro to Microcomputers	3
3.	Specific Occupational Courses	45
	CRJ 103 Corrections	5
	CRJ 104 Principles of Law Enforcement	5
	CRJ 168 Criminal Law	5
	CRJ 209 Criminal Justice Practicum/Internship	5
	CRJ 212 Ethics in Criminal Justice	5
	XXX xxx Occupationally Related Electives	20

Program Final Exit Point: Criminal Justice Technology, AAS.

Credits Required for Graduation: 98 minimum quarter hour credits required for graduation

Criminal Justice Technology

Diploma Program

Program Description: The Criminal Justice diploma program is a sequence of courses that prepares students for Criminal Justice professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Criminal Justice theory and practical application necessary for successful employment. Program graduates receive a Criminal Justice diploma. Graduates who are current practitioners will benefit through enhancement of career potential. Entry-level persons will be prepared to pursue diverse opportunities in the corrections, security, investigative, and police administration fields.

Length of Program: Four (4) quarters

Entrance Dates: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council also has other requirements for certification. See program advisor for this additional information.

Additional Requirements: A Criminal background check and drug toxicology is required. Results will affect employment options and will need to be discussed with advisor.

Curriculum Credits

1. General Education Courses	15
ENG 1010 Fundamentals of English I	5
MAT 1012 Foundations of Mathematics	5
PSY 1010 Basic Psychology.....	5
2. Fundamental Occupational Courses	23
CRJ 101 Introduction to Criminal Justice	5
CRJ 105 Criminal Procedure	5
CRJ 202 Constitutional Law	5
CRJ 207 Juvenile Justice	5
SCT 100 Intro to Microcomputers	3
3. Specific Occupational Courses	35
CRJ 103 Corrections	5
CRJ 104 Principles of Law Enforcement.....	5
CRJ 168 Criminal Law.....	5
CRJ 209 Criminal Justice Practicum/Internship	5
CRJ 212 Ethics in Criminal Justice	5
XXX xxx Occupationally Related Electives	10

Program Final Exit Point: Criminal Justice Technology, Diploma

Credits Required for Graduation: 73 minimum quarter hour credits required for graduation

Students with a current Basic Peace Officer Certification may be eligible to receive 20 credit hours corresponding to the following courses: CRJ 101 Introduction to Criminal Justice, CRJ 104 Principles of Law Enforcement, CRJ 150 Police Patrol Operations, and CRJ 162 Methods of Criminal Investigations. These credit hours may be applied to either the Diploma or the Associate Degree.

Students with a current Basic Corrections Officers Certification may be eligible to receive 10 credit hours corresponding to the following courses: CRJ 103 Corrections and one five credit hour occupational elective. These credit hours may be applied to either the Diploma or the Associate Degree.

Law Enforcement Investigations Assistant

Technical Certificate of Credit Program

Program Description: The Law Enforcement Investigations Assistant Certificate is designed to provide the student with basic knowledge and skills needed to obtain employment in local law enforcement agencies. The certificate emphasizes criminal justice, corrections, and principals of law enforcement.

Length of Program: Two (2) quarters

Entrance Dates: Beginning of each quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students who intend to become certified as a Criminal Justice Practitioner should understand that according to the Georgia Peace Officer and Standards Training (P.O.S.T.) Council, each applicant "shall not have been convicted by any state or by the federal government of any crime the punishment for which could have been imprisonment in the federal or state prison or institution nor have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law, provided that, for purposes of this paragraph, violations of traffic laws and other offenses involving the operation of motor vehicles when the applicant has received a pardon shall not be considered." This means that the Council will require a thorough Criminal and Traffic History be completed to include but not limited to: a Certified Driver's History, a Georgia Crime Information Center, and a National Crime Information Center printout.

The P.O.S.T. Council has other requirements for certification. See program advisor for this additional information.

Curriculum Credits

Program Courses	23
CRJ 101 Introduction to Criminal Justice	5
CRJ 202 Constitutional Law	5
CRJ 163 Investigations & Presentation.	3
CRJ 162 Methods of Criminal Investigation.....	5
CRJ 104 Principles of Law Enforcement.....	5

Program Final Exit Point: Law Enforcement Investigations Assistant, TCC

Credits Required for Graduation: 23 minimum quarter hour credits required for graduation

Early Childhood Care and Education

Associate of Applied Science Degree

Program Description: The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care, elementary education, education theory, and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education Associate of Applied Science degree and have the qualification of early childhood care and education paraprofessional or early childhood program management director. To be employed in child care centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in this field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students with Child Development Associate (CDA) credential, current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECE 1010, ECE 1030, and ECE 1050.

Criminal Background Check: The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

Curriculum Credits

1. General Education Courses	30
ENG 1101 Composition & Rhetoric	5
PSY 1101 Introductory Psychology	5
<i>and one of the following (5 hours)</i>	
ART 1101 Art Appreciation	5
ENG 2130 American Literature.....	5
HUM 1101 Introduction to Humanities	5
MUS 1101 Music Appreciation	5
<i>and one of the following (5 hours)</i>	
SPC 1101 Public Speaking.....	5
ENG 1105 Technical Communications.....	5
<i>and one of the following (5 hours)</i>	
MAT 1111 College Algebra.....	5
MAT 1100 Quantitative Skills and Reasoning	5
<i>and one of the following (5 hours)</i>	
SOC 1101 Introduction to Sociology	5
XXX xxx General Education Elective at 1100 level or above.....	(5)
2. Fundamental Occupational Courses	27
ECE 1010 Introduction to Early Childhood Care and Education	5
ECE 1030 Human Growth and Development I.....	5
ECE 1050 Health, Safety, and Nutrition	5
ECE 1012 Curriculum Development	3
ECE 1021 ECCE Practicum I.....	3
ECE 1022 ECCE Practicum II	3
SCT 100 Intro to Microcomputers	3
3. Specific Occupational Courses	38
ECE 1013 Art for Children	3
ECE 1014 Music and Movement.....	3
ECE 2115 Language Arts and Literature.....	5
ECE 2116 Math and Science.....	5
ECE 2010 Exceptionalities.....	5
ECE 2020 Social Issues and Family Involvement.....	5
ECE 2240 Early Childhood Education Internship	12
4. Completion of One Specialization	15
Paraprofessional Specialization	
ECE 2030 Human Growth and Development II	5
ECE 2110 Methods and Materials.....	5
ECE 2120 Professional Practices	5

Program Final Exit Point: Early Childhood Care and Education, AAS.

Credits Required for Graduation: 110 minimum quarter hour credits required for graduation

Early Childhood Care and Education

Diploma Program

Program Description: The Early Childhood Care and Education program is a sequence of courses designed to prepare students for careers in child care and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of early childhood care and education theory and practical application necessary for successful employment. Program graduates receive an Early Childhood Care and Education diploma and have the qualification of early childhood care and education provider. To be employed in child care centers, public schools, or Head Start centers, an individual must have a satisfactory criminal record check. Persons who have been convicted of a felony offense are not employable in the child care field. Evidence of a current satisfactory criminal record background check is required at the student's expense prior to participation in practicum or internship.

Length of Program: Four (4) Quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Note: Students with Child Development Associate (CDA), current CPR certification, current First Aid certification, and a letter from their employer stating that they are currently employed in the childcare industry will be exempted from ECE 1010, ECE 1030, and ECE 1050.

Criminal Background Check: The State of Georgia has a law regarding the placement of persons with criminal records in childcare facilities. Anyone who has been convicted of a felony offense, or of neglecting or abusing a dependent person, a sexual offense or any other "covered crime" will not be allowed to work in a childcare facility. If you are affected by this law, or think you may be, discuss your situation immediately with your advisor. Because your employment options may be severely limited in the early childhood profession, a person pursuing the ECCE programs of study may need to reconsider their chosen field of study.

Curriculum Credits

1. General Education Courses	13
EMP 1000 Interpersonal Relations & Professional Development	3
ENG 1010 Fundamentals of English I	5
MAT 1012 Foundations of Mathematics	5
2. Fundamental Occupational Courses	27
ECE 1010 Intro to Early Childhood Care & Education	5
ECE 1030 Human Growth and Development I	5
ECE 1050 Health, Safety, and Nutrition	5
ECE 1012 Curriculum Development	3
ECE 1021 ECCE Practicum I	3
ECE 1022 ECCE Practicum II	3
SCT 100 Intro to Microcomputers	3
3. Specific Occupational Courses	33
ECE 1013 Art for Children	3
ECE 1014 Music and Movement	3
ECE 2115 Language Arts and Literature	5
ECE 2116 Math and Science	5
ECE 2020 Social Issues and Family Involvement	5
ECE 2240 Early Childhood Education Internship	12

Program Final Exit Point: Early Childhood Care and Education, diploma.

Credits Required for Graduation: 73 minimum quarter hour credits required for graduation

Child Development Specialist

Technical Certificate of Credit

Program Description: The program is designed to meet the training needs of child development centers. The program offers formal training in childcare and education competencies, knowledge, skills and techniques.

Entrance Date: Students may be admitted each quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Program Courses	21
ECE 1010 Intro to Early Childhood Care & Education	5
ECE 1030 Human Growth and Development I.....	5
ECE 1050 Health, Safety, and Nutrition	5
ECE 1012 Curriculum Development	3
<i>and one of the following (3 hours)</i>	
ECE 1021 ECCE Practicum I.....	3
EMP 1000 Interpersonal Relations & Professional Development	(3)

Program Exit Point: Child Development Specialist, TCC.

Credits Required for Graduation: 21 minimum quarter hours credits required for graduation

Note: Credits from this program may be applied to the diploma or degree program.

E-Learning Design and Development Specialist

Technical Certificate of Credit

Program Description: The E-Learning Design and Development Specialist certificate program provides entry-level training to obtain skills required to teach in an e-learning environment.

Entrance Date: Fall quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 18 years of age or older

Education: High school diploma or GED required.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	16
ELG 101 Introduction to E-Learning	2
ELG 111 E-Learning Instructional Design	5
ELG 115 E-Learning Design and Delivery Tools.....	6
ELG 121 E-Learning Practicum	3

Program Exit Point: E-Learning Design and Development Specialist, TCC.

Credits Required for Graduation: 16 minimum quarter hours credits required for graduation.

Social Work

Associate of Applied Science Degree

Course Description: The Social Work Associate of Applied Science degree program is a sequence of courses that prepares students for Social Work professions. Learning opportunities develop academic, occupational, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of Social; Work theory and practical application necessary for successful employment. Program graduates receive a Social Work associate of applied science degree.

Length of Program: Six (6) quarters

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: 18 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	General Education Courses		30
	ENG 1101	Composition and Rhetoric	5
	ENG 2130	American Literature	5
	MAT 1111	College Algebra	5
	PSY 1101	Introductory Psychology	5
	SOC 1101	Introduction to Sociology	5
	SPC 1101	Public Speaking	5
2.	Occupational Courses		65
	PSY 2103	Human Development	5
	SCT 100	Intro to Microcomputers	3
	SWK 2000	Introction to Social Work	5
	SWK 2010	Multicultural Issues	5
	SWK 2020	Introduction to Case Management	5
	SWK 2030	Leadership & Community Service	2
	SWK 2200	Interviewing Techniques with Individuals	5
	SWK 2210	Case Management with Families	5
	SWK 2220	Social Work Field Practicum I	5
	SWK 2230	Human Behavior in the Soc. Environment	5
	SWK 2240	Introduction to Child Welfare Issues	5
	SWK 2250	Social Gerontology	5
	SWK 2260	Social Work Field Practicum II	5
	XX xxxx	Advisor Approved Electives	

Program Final Exit Point: Social Work, AAS.

Credits Required for Graduation: 95 minimum quarter hour credits required for graduation

Technical & Industrial Programs



AIR CONDITIONING TECHNOLOGY

- Air Conditioning Technology, Diploma
- Air Conditioning System Maintenance Technician, TCC

AGRICULTURAL TECHNOLOGY

- Agricultural Technology, AAS
- Agricultural Technician, TCC

AUTOMOTIVE TECHNOLOGY

- Automotive Technology, Diploma
- Automotive Electrical/Electronic Systems Technician, TCC

DRAFTING TECHNOLOGY

- Drafting Technology, AAS
- Drafting Technology, Diploma
- Advanced Architectural Drafting Specialist, TCC
- CAD Operator, TCC
- Drafter's Technician, TCC



INDUSTRIAL ELECTRICAL TECHNOLOGY

- Industrial Electrical Technology, Diploma
- General Maintenance Technician TCC
- Residential Wiring Technician, TCC
- Biomedical Electronics Technician, TCC

TECHNICAL STUDIES

- Technical Studies, AAS

WELDING AND JOINING TECHNOLOGY

- Welding and Joining Technology, Diploma
- Gas Metal Arc Welder Fabricator, TCC
- Flat Shielded Metal Arc Welder, TCC
- Vertical Shielded Metal Arc Welding Fabricator, TCC
- Lathe Operator, TCC



PURPOSE OF PROGRAM

The purpose of the associate degree, diploma and certificate programs is to provide educational opportunities that will enable students to obtain the knowledge, skill, and attitudes to succeed in respective fields.

Air Conditioning Technology

Diploma Program

Program Description: This is an individualized course divided into four phases: Refrigeration, Electricity, Air Conditioning, and Heating. Graduates of this course will be qualified for jobs in Refrigeration and Air Conditioning and can expect to move rapidly up the pay scale as they gain field experience. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are well grounded in the fundamentals of air conditioning technology theory and application and are prepared for employment and subsequent upward mobility. The Air Conditioning Technology program is a program that provides the student with necessary knowledge and skills to adapt to a variety of positions in the rapidly changing air conditioning technology field. Important attributes for success of program graduates are critical thinking, problem solving, human relations skills, and the ability to apply technology to work requirements.

Length of Program: Four (4) or Five (5) Quarters

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: Students applying for this course must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	13
EMP 1000 Interpersonal Relations & Pro Dev	3
ENG 1010 Fundamentals of English I	5
MAT 1012 Foundations of Mathematics	5
2. Fundamental Occupational Courses	43
ACT 100 Refrigeration Fundamentals	4
ACT 101 Principles & Practices of Refrig.	7
ACT 102 Refrigeration Systems Components	7
ACT 103 Electrical Fundamentals	7
ACT 104 Electric Motors	4
ACT 105 Electrical Components	5
ACT 106 Electric Control Systems & Install.....	4
IFC 100 Industrial Safety Procedures	2
SCT 100 Intro to Microcomputers	3
3. Specific Occupational Courses	29
ACT 107 Air Conditioning Principles	8
ACT 108 Air Conditioning Systems & Install.....	3
ACT 109 Troubleshooting Air Cond. Systems	7
ACT 110 Gas Heating Systems	5
ACT 111 Electric Heating Systems	6

Program Final Exit Point: Air Conditioning Technology, Diploma.

Credits Required for Graduation: 85 minimum quarter hour credits required for graduation.

Note: Credits from this program may be applied to the Technical Studies degree program.

Air Conditioning System Maintenance Technician

Technical Certificate of Credit

Program Description: This certificate program introduces students to the fundamentals of air conditioning including industrial safety procedures; electrical principles and laws; basic concepts and theories of refrigeration; and refrigeration procedures needed to install, repair, and service refrigeration systems.

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	Specific Occupational Courses			20
	IFC 100		Industrial Safety Procedures	2
	ACT 100		Refrigeration Fundamentals	4
	ACT 101		Principles and Practices of Refrigeration	7
	ACT 103		Electrical Fundamentals	7

Program Final Exit Point: Air Conditioning System Maintenance Technician, TCC.

Credits Required for Graduation: 20 minimum quarter hour credits required plus prerequisites for graduation.

Note: Credits from this program may be applied to a degree or a diploma program.

Agricultural Technology

Associate of Applied Science Degree

Program Description: Agricultural Technology is an Associate Degree program. It is a combination of classroom and cooperative education training. The classroom and related instruction was designed jointly with industry to provide the student with theoretical, technical, and general academic knowledge needed to succeed in the agricultural equipment servicing industry. The cooperative work phase of the program requires students to be employed full-time in supervised John Deere dealerships to receive on-the-job experience. The cooperative work phase will be supervised and evaluated. Graduates will receive an Associate of Applied Science Degree and may be employed as technicians, parts managers, or sales and service personnel.

Length of Program: Seven (7) Quarters

Entrance Date: Fall

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Applicants must secure the sponsorship of an authorized John Deere dealership. Contact the Admissions Office (229)225-5060 to receive a complete Agricultural Technology admissions packet.

Curriculum Credits

1.	General Education Courses	25
	ENG 1101 Composition and Rhetoric	5
	ENG 2130 American Literature	5
	PSY 1101 Introductory Psychology	5
	SPC 1101 Public Speaking	5
	<i>and one of the following (5-6 hours)</i>	
	MAT 1111 College Algebra	5
	MAT 1100 Quantitative Skills and Reasoning	(6)
2.	Fundamental Occupational Courses	23
	SCT 100 Intro to Microcomputers	3
	AGT 102 Agricultural Mechanics Setup & Delivery	3
	AGT 104 Agricultural Mechanics Power Trains	4
	AGT 105 Agricultural Mechanics Basic Diesel	4
	AGT 106 Agricultural Mechanics Service Parts	2
	AGT 107 Agricultural Technology Air-Conditioning	3
	AGT 108 Ag Tech Basic Hydraulics	3
3.	Specific Occupational Courses	58
	AGT 109 Agricultural Tech Electrical	4
	AGT 111 Agricultural Harvesting Equipment	4
	AGT 112 Agricultural Engine Overhaul	4
	AGT 113 Hydraulic Test and Diagnosis	4
	AGT 115 Agricultural Technology Power Train Rep	4
	AGT 118 Agricultural Technology Consumer Prod	2
	AGT 201 Dealer Internship	12
	AGT 202 Dealer Internship	12
	AGT 203 Dealer Internship	12
4.	Elective From Outside Area of Specialization	5
	XXX xxxx Elective	5

Program Final Exit Point: Agricultural Technology, AAS.

Credits Required for Graduation: 110-111 minimum quarter hour credits required for graduation

Agricultural Technician

Technical Certificate of Credit

Program Description: Agricultural Technician is a Technical Certificate of Credit. The classroom and related instruction was designed jointly with industry to provide the student with theoretical, technical, and general academic knowledge needed to succeed in the agricultural equipment servicing industry. Graduates will receive a Technical Certificate of Credit and may be employed in their careers as entry level technicians.

Length of Program: Two (2) Quarters

Entrance Date: Fall

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Additional Requirements: Contact the Admissions Office (229)225-5060 to receive a complete Agricultural Technician admissions packet.

Curriculum Credits

1. Specific Occupational Courses	15
AGT 104 Agricultural Mechanics Power Trains	4
AGT 105 Agricultural Mechanics Basic Diesel	4
AGT 108 Ag Tech Basic Hydraulics	3
AGT 109 Agricultural Tech Electrical	4

Program Final Exit Point: Agricultural Technician, TCC.

Credits Required for Graduation: 15 minimum quarter hour credits required for graduation

Automotive Technology

Diploma Program

Program Description: Automotive Technology is a seven (7) quarter technically advanced program providing students with the knowledge and skills to become certified technicians. The Automotive Technology course leads to employment in automotive service and repair by automotive dealers and repair shops, government or private agencies maintaining vehicle fleets, car manufacturers, or many other jobs afforded by a “nation on wheels.”

Length of Program: Seven (7) Quarters (6 quarters classroom and lab training; 7th quarter - internship with local industry). Internship: on an individual basis students who meet certain requirements are assigned to an internship beginning with the second quarter. This results in the student not having to participate in the end of program internship.

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter and any day during the quarter, contingent on course hours and time remaining in the quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: Students applying for this course must be 16 years of age and have a valid driver's license

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	13
ENG 1010 Fundamentals of English I	5
EMP 1000 Interpersonal Relations & Professional Dev.	3
MAT 1012 Foundations of Mathematics	5
2. Fundamental Occupational Courses	62
AUT 120 Introduction to Automotive Technology	3
AUT 122 Electrical and Electronic Systems	6
AUT 124 Battery, Starting, and Charging	4
AUT 126 Engine Principles of Operation and Repair	6
AUT 128 Fuel, Ignition and Emission Systems	7
AUT 130 Automotive Brake Systems	4
AUT 132 Suspension and Steering	4
AUT 134 Drivelines.	4
AUT 138 Manual Transmission/Transaxle.	4
AUT 140 Electronic Engine Control Systems.	7
AUT 142 Climate Control Systems	6
AUT 144 Introduction to Automatic Transmissions	4
SCT 100 Intro to Microcomputers	3
3. Specific Occupational Courses	28
AUT 210 Automatic Transmission Repair	7
AUT 212 Advanced Electronic Transmission Diagnosis.	3
AUT 214 Advanced Electronic Controlled Brake Systems	4
AUT 216 Advanced Electronic Controlled Susp. & Steering.	4
AUT 218 Advanced Electronic Engine Control.	4
<i>and one of the following (6 hours)</i>	
AUT 220 Automotive Internship	6
XXX xxx Electives.	(6)

Program Final Exit Point: Automotive Technology, diploma.

Credits Required for Graduation: 103 minimum quarter hour credits required for graduation

Automotive Electrical/Electronics Systems Technician

Technical Certificate of Credit

Program Description: This certificate program emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting system components, alternators, and regulators. Instruction includes automotive electrical/electronic accessories, safety systems, and electronic devices. The Automotive Electrical/Electronic Systems Technician certificate program is composed of 20 credit hours within the Automotive curriculum.

Entrance Date: Course is individualized so students may be admitted any day during the quarter contingent on course hours and time remaining in the quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older and possess a valid driver’s license.

Education: A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	Specific Occupational Courses			20
	AUT 120		Introduction to Auto Technology	3
	AUT 122		Electrical and Electronic Systems	6
	AUT 124		Battery, Starting and Charging	4
	AUT 128		Fuel, Ignition and Emission Systems	7

Program Final Exit Point: Automotive Electrical/Electronics Systems Technician, TCC.

Credits Required for Graduation: 20 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

Drafting Technology

Associate of Applied Science Program

Program Description: The Drafting Technology, AAS program is designed to prepare students for employment in a variety of positions in the drafting field. The program provides learning opportunities that introduce, develop, and reinforce academic and technical knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in drafting. Graduates of the program receive a Drafting Technology Associate of Applied Science Degree.

Length of Program: Six (6) quarters.

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	35
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature.....	5
MAT 1111 College Algebra.....	5
MAT 1112 College Trigonometry.....	5
PHY 1110 Introductory Physics	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking.....	5
2. Fundamental Occupational Courses	32
DDF 101 Introduction to Drafting.....	6
DDF 102 Size and Shape Description 1.....	5
DDF 107 CAD Fundamentals	6
DDF 111 Intermediate CAD.....	6
DDF 112 3D Drawing and Modeling	6
SCT 100 Intro to Microcomputers	3
3. Mechanical Drafting Specialization	29
DDF 103 Size and Shape Description 2.....	5
DDF 105 Auxiliary Views.....	3
DDF 106 Fasteners	6
DDF 108 Intersections and Development	5
DDF 109 Assembly Drawings 1	5
XXX xxx Electives.....	5

Program Final Exit Points: Drafting Technology, AAS.

Credits Required for Graduation: 96 minimum quarter hour credits required for graduation

Drafting Technology

Diploma Program

Program Description: The Drafting program prepares students for employment in the engineering field. Fundamental Occupational courses, Specific Occupational Courses, and Technical Certificate of Credit course are delivered utilizing self-paced instructional techniques that allow students to start any quarter and to progress at their own rate. Classes meet days and evening four quarters per year. Students receive an excellent academic foundation with core courses in English, Algebra, Geometry and Trigonometry, and psychology. Computer Aided Drafting (CAD) is an integral part of the instruction process. The Drafting program participates in the AutoDesk Design Institute program. This ensures that Drafting students have access to the very latest Computer Aided Drafting and Design software for their training needs. Drafting graduates are in high demand for employment in Mechanical, Architectural, and Civil engineering fields.

Length of Program: Five (5) quarters.

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	General Education Courses		18
	ENG 1010	Fundamentals of English I	5
	EMP 1000	Interpersonal Relations & Professional Dev.	3
	MAT 1013	Algebraic Concepts	5
	MAT 1015	Geometry and Trigonometry	5
2.	Fundamental Occupational Courses		32
	DDF 101	Introduction to Drafting	6
	DDF 102	Size and Shape Description 1	5
	DDF 107	CAD Fundamentals	6
	DDF 111	Intermediate CAD	6
	DDF 112	3D Drawing and Modeling	6
	SCT 100	Intro to Microcomputers	3
3.	Specific Occupational Courses		29
	DDF 103	Size and Shape Description 2	5
	DDF 105	Auxiliary Views	3
	DDF 106	Fasteners	6
	DDF 108	Intersections and Developments	5
	DDF 109	Assembly Drawings 1	5
	XXX xxxx	Electives	5

Program Final Exit Points: Drafting Technology, diploma.

Credits Required for Graduation: 79 minimum quarter hour credits required for graduation

Advanced Architectural Drafting Specialist

Technical Certificate of Credit

Program Description: The Advanced Architectural Drafting Specialist, TCC program provides students with specific skills necessary to produce architectural drawings and designs. Students utilize Computer Aided Drafting hardware and software to design and create working drawings for residential and commercial structures. Students also receive instruction in Surveying, Strength of Materials, and Mechanical Systems for Architecture to further enhance their knowledge of building and construction practices in the Architectural field.

Length of Program: Three (3) quarters

Entrance Date: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures. Applicants must be graduates of the Drafting Technology Diploma Program or equivalent training and experience as deemed appropriate by the advisor.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1.	Specific Occupational Courses		35
	DDS 203	Surveying 1	3
	DDS 205	Residential Architectural Drawing 1	6
	DDS 207	Mechanical Systems for Architecture	3
	DDS 208	Residential Architectural Drawing 2	6
		<i>and one of the following (5 hours)</i>	
	DDS 201	Strength of Materials	5
	PHY 1110	Introductory Physics	(5)
		<i>and one of the following (6 hours)</i>	
	DDS 209	Structural Steel Detailing	6
	DDS 241	Structural Steel Detailing O.B.I.	(6)
		<i>and one of the following (6 hours)</i>	
	DDS 210	Commercial Architectural Drawing 1	6
	DDS 242	Commercial Architectural Drawing 1 O.B.I.	(6)

Program Final Exit Point: Advanced Architectural Drafting Specialist, TCC.

Credits Required for Graduation: 35 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

CAD Operator

Technical Certificate of Credit

Program Description: All of the courses in the CAD Operator TCC are embedded in the Drafting Technology diploma and degree programs. Graduates of the CAD Operator TCC would be employed as architectural or civil CAD Operators, mechanical or electrical CAD Operators. This is a career ladder or pathway for those students completing the Drafter's Technician TCC who want to continue on the career pathway toward advancement in the drafting profession. This TCC could also serve if needed as an exit point for high school dual enrolled students needing a point of exit for employment purposes.

Entrance Dates: Beginning of each quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	34
SCT 100 Intro to Microcomputers	3
DDF 101 Introduction to Drafting.	6
DDF 102 Size and Shape Description I	5
DDF 103 Size and Shape Description II.	5
DDF 107 CAD Fundamentals	6
DDF 105 Auxiliary Views.	3
DDF 111 Intermediate CAD.	6

Program Final Exit Point: CAD Operator, TCC.

Credits Required for Graduation: 34 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.

Drafter’s Technician

Technical Certificate of Credit

Program Description: The Drafter’s Technician certificate program will enable students to begin career laddering in the drafting profession. This certificate would provide entry level skills for graduates to work in drafting establishments or architectural firms working as assistants, aides, or runners.

Entrance Date: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	16
DDF 101 Introduction to Drafting.	6
DDF 102 Size and Shape Description I	5
DDF 103 Size and Shape Description II.	5

Program Final Exit Point: Drafter’s Technician, TCC.

Credits Required for Graduation: 16 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a degree or a diploma program.

Industrial Electrical Technology

Diploma Program

Program Description: The Industrial Electrical Technology program is a sequence of courses that prepares students for careers in industry. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of theory and practical application necessary for successful employment.

Length of Program: Six (6) Quarters

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses			13
EMP	1000	Interpersonal Relations & Pro Dev	3
ENG	1010	Fundamentals of English I	5
MAT	1012	Foundations of Mathematics	5
2. Fundamental Occupational Courses			70
ELT	106	Electrical Prints, Schematics and Symbols	4
ELT	119	Electricity Principles II	4
ELT	120	Residential Wiring I	5
ELT	121	Residential Wiring II	6
ELT	122	Industrial PLC's	6
IFC	100	Industrial Safety Procedures	2
IFC	101	Direct Current Circuits I	4
SCT	100	Intro to Microcomputers	3
ELT	107	Commercial Wiring I	5
ELT	108	Commercial Wiring II	5
ELT	109	Commercial Wiring III	5
ELT	111	Single Phase & Three Phase Motors	5
ELT	112	Variable Speed Controls	3
ELT	116	Transformers	4
ELT	117	National Electrical Code Industrial Applications	4
ELT	118	Electrical Controls	5
3. Technical Related Electives			5
XXX	xxx	Technical Related Electives	5

Program Final Exit Point: Industrial Electrical Technology, diploma.

Credits Required for Graduation: 88 minimum quarter hour credits required for graduation

General Maintenance Technician

Technical Certificate of Credit

Program Description: Graduates of the Industrial Maintenance Technician TCC will work with industries needing equipment maintenance, repairing, troubleshooting, installation, equipment selection, operation monitoring, coordination operation and control, judgment and decision making, complex problem solving, instructing, and quality control analysis.

Length of Program: Three to Five (3-5) quarters

Entrance Date: Every Quarter.

Entrance Requirements: Refer to Admission Procedures. Contact the program advisor or admissions for details.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	37
ACT 100 Refrigeration Fundamentals	4
ACT 101 Principles and Practices of Refrigeration	7
IFC 100 Industrial Safety Measures	2
IFC 101 Direct Current Circuits I	4
WLD 100 Intro-Welding Technology	6
WLD 102 Oxyacetylene Welding	2
ELT 107 Commercial Wiring	5
IFC 102 Alternating Current I	4
XXX XXX General Maintenance Tech Electives	3

Program Final Exit Point: : General Maintenance Technician, TCC.

Credits Required for Graduation: 37 minimum quarter hour credits required for graduation

Residential Wiring Technician

Technical Certificate of Credit

Program Description: This certificate program provides educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of residential wiring.

Entrance Date: Course is individualized so students may be admitted any day during the quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is desirable but not required for program admission or graduation. College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	5
MAT 1012 Foundations of Mathematics	5
2. Specific Occupational Courses	25
IFC 100 Safety	2
IFC 101 Direct Current Circuit I	4
ELT 119 Electricity Principles II	4
ELT 120 Residential Wiring I	5
ELT 121 Residential Wiring II	6
ELT 106 Electrical Prints, Schematics and Symbols	4

Program Final Exit Point: Residential Wiring Technician, TCC.

Credits Required for Graduation: 30 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

Biomedical Electronics Technician, TCC

Technical Certificate of Credit

Program Description: The purpose of the Biomedical Electronics Technician program is to provide additional and advanced opportunities for Electronic Technology students who wish to specialize in electronics applications in the medical field. The program is designed for students with an Electronics Technology associate degree, diploma, or documented appropriate work experience will be considered.

Entrance Date: Beginning of each quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school graduate or the equivalent (GED) is required.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses			25
AHS	1011	Anatomy and Physiology	5
BMI	232	Medical Equipment - Function and Operation I	4
BMI	233	Internship - Medical Systems I	5
BMI	242	Medical Equipment - Function and Operation II	3
BMI	243	Internship - Medical Systems II	5
		<i>and one of the following (3 hours)</i>	
AHS	109	Medical Terminology for Allied Health	3
BUS	2300	Medical Terminology	(3)

Program Final Exit Point: Biomedical Electronics Technician, TCC.

Credits Required for Graduation: 25 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

Technical Studies

Associate of Applied Science Degree

Program Description: Students who have completed the Air Conditioning Technology, Industrial Electrical Technology, or Welding and Joining Technology diploma programs from SWGTC may apply for the Technical Studies Associate of Applied Science degree. The Technical Studies AAS program requires a minimum of 90-quarter credit hours to include a minimum of 30 credit hours in general education and 60 credit hours in occupational preparation.

Length of Program: Varies

Entrance Date: Beginning of each quarter

Entrance Requirements: Refer to Admissions procedures.

Age: Applicant must be 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses	30
ECO 2105 Principles of Macroeconomics	5
ENG 1101 Composition and Rhetoric	5
ENG 2130 American Literature	5
PSY 1101 Introductory Psychology	5
SPC 1101 Public Speaking	5
<i>and one of the following (5 -6 hours)</i>	
MAT 1111 College Algebra	5
MAT 1100 Quantitative Skills and Reasoning	(6)
2. Occupational Courses	60
SCT 100 Intro to Microcomputers	3
XXX xxx Completion of required courses for diploma	57

Program Final Exit Point: Technical Studies, AAS.

Credits Required for Graduation: 90 minimum quarter hour credits required for graduation

Welding and Joining Technology

Diploma Program

Program Description: The Welding and Joining Technology program includes instruction in the various types of welding processes and their practical applications. Graduates of this program are competent in areas of Shielded Metal Arc Welding in the flat, horizontal, vertical and overhead positions; blueprint reading; Gas Metal Arc Welding; Gas Tungsten Arc Welding; oxyfuel cutting; and common joining processes. Students have the opportunity to take a welding certification test administered by the school. Diplomas are given upon graduation of the one (1) year program.

Length of Program: Four to five (4-5) Quarters

Entrance Dates: This course is individualized. Students are able to be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. General Education Courses			13
EMP	1000	Interpersonal Relations & Pro Dev	3
ENG	1010	Fundamentals of English I	5
MAT	1012	Foundations of Mathematics	5
2. Fundamental Occupational Courses			22
SCT	100	Intro to Microcomputers	3
WLD	100	Intro to Welding Technology	6
WLD	101	Oxyfuel Cutting	4
WLD	103	Blueprint Reading I	3
WLD	104	Shielded Metal Arc Welding I	6
3. Specific Occupational Courses			40
WLD	105	Shielded Metal Arc Welding II	6
WLD	106	Shielded Metal Arc Welding III	6
WLD	107	Shielded Metal Arc Welding IV	6
WLD	108	Blueprint Reading II	3
WLD	109	Gas Metal Arc Welding	6
WLD	110	Gas Tungsten Arc Welding	4
WLD	112	Prep. for Industrial Qualification	4
<i>and one of the following (5 hours)</i>			
WLD	xxx	Welding Elective	5
WLD	160	Half-Time Internship	(5)

Program Final Exit Point: Welding and Joining Technology, diploma.

Credits Required for Graduation: 75 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to the Technical Studies degree program.

Gas Metal Arc Welder Fabricator

Technical Certificate of Credit

Program Description: This certificate program is designed to prepare students for careers in gas metal arc welding. The certificate program is composed of 19 credit hours within the Welding and Joining Technology curriculum.

Entrance Date: Course is individualized. Students may be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	19
WLD 100 Introduction to Welding	6
WLD 101 Oxyfuel Cutting	4
WLD 109 Gas Metal Arc Welding	6
WLD xxx Welding Elective	3

Program Final Exit Point: Gas Metal Arc Welder Fabricator, TCC.

Credits Required for Graduation: 19 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

Flat Shielded Metal Arc Welder

Technical Certificate of Credit

Program Description: The Flat Shielded Metal Arc Welder certificate program prepares students for careers in shielded metal arc welding. The certificate program is composed of 16 credit hours within the Welding and Joining Technology curriculum.

Entrance Date: Course is individualized. Students may be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school diploma or its equivalent (GED) is desirable, but not required for program admission or graduation.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	16
WLD 100 Introduction to Welding.....	6
WLD 101 Oxyfuel Cutting.....	4
WLD 104 Shielded Metal Arc Welding I.....	6

Program Final Exit Point: Flat Shielded Metal Arc Welder, TCC.

Credits Required for Graduation: 16 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

Vertical Shielded Metal Arc Welding Fabricator

Technical Certificate of Credit

Program Description: The program is designed to prepare students for careers in shielded metal arc welding fabrication. The certificate program is composed of 15 credit hours within the Welding and Joining Technology curriculum.

Entrance Date: Course is individualized. Students may be admitted at the beginning of any quarter. Under certain circumstances, students may be admitted during a quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: A high school diploma or its equivalent (GED) is desirable but not required for program admission or graduation. Completion of Flat Shielded Metal Arc Welder, TCC or its courses.

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	15
WLD 105 Shielded Metal Arc Welding II	6
WLD 106 Shielded Metal Arc Welding III	6
WLD XXX Welding Elective	3

Program Final Exit Point: Vertical Shielded Metal Arc Welding Fabricator, TCC.

Credits Required for Graduation: 15 minimum quarter hour credits required for graduation

Note: Credits from this program may be applied to a diploma program.

Lathe Operator

Technical Certificate of Credit

Program Description: This certificate program will prepare students for a machine tool operator position within a machining establishment or a machine shop assistant for a business operation. The Lathe Operator certificate program provides knowledge, skills and attitudes necessary for success in performing machine tool operator functions within a machining facility.

Entrance Date: Course is individualized. Students may be admitted at the beginning of any quarter.

Entrance Requirements: Refer to Admissions procedures.

Age: 16 years of age or older.

Education: An applicant must be a high school graduate or its equivalent (GED).

Advisor: A program advisor should be consulted prior to enrolling in any course. An advisor will be assigned by admissions.

Curriculum Credits

1. Specific Occupational Courses	29
MCH 101 Introduction to Machine Tool	6
MCH 102 Blueprint Reading I	5
MCH 109 Lathe Operations I	6
MCH 110 Lathe Operations II	6
MCH 115 Mill Operations I (Elective)	6

Program Final Exit Point: Lathe Operator TCC.

Credits Required for Graduation: 29 minimum quarter hour credits required for graduation

Student Handbook



General Procedures

Safety

Students should exercise all safety precautions given by the instructor regarding the use of equipment in the laboratory. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur, but should an accident occur, regardless of how minor, students should report it to their instructor immediately. All students are covered by an accident insurance policy. However, any medical expenses incurred will be the student's responsibility. Instructors will submit an accident report to their supervisor in the event of an accident. Students are also taught proper safety procedures as related to hazardous materials, and bloodborne and airborne pathogens. A policy concerning these subjects is in place and strictly enforced.

Please help in maintaining a safe campus by notifying your instructor of any dangerous conditions that exist or of any unsafe practice being conducted.

Hepatitis B Vaccine

Any student wishing to participate in the Hepatitis B vaccine program may do so by contacting the Thomas County Health Department. The vaccine is administered at the Health Department, and a nominal fee is charged to the student. Students in health programs will receive Blood and Airborne Pathogen training.

Eye Protection

Each department has a specific policy regarding eye protection which is appropriate to that department. This policy is reviewed quarterly during program orientation and in the presentation of the safety program to students. In certain programs with a higher risk of eye injury, written and/or performance exams may be used and documented. All necessary safety equipment for eye protection for faculty, staff, students, and visitors shall be furnished when observing or participating in certain courses of instruction.

Emergency Procedures

Classroom instructors have emergency procedures and evacuation maps in each classroom near the classroom door. Students are required to follow the directions of the classroom instructor during all emergency drills or an actual emergency situation. Emergency procedures include intruder alerts, evacuation drills (fire, bomb, and chemical), and natural disaster (tornado, earthquakes, and hurricanes).

Emergency drills will be conducted so that the faculty and students become thoroughly familiar with the correct alert notifications (sounds) and procedures. The drills will enhance the probability that the appropriate procedures will be taken during an authentic emergency.

Fire

Upon the sounding of the fire alarm, follow the verbal directions provided by your classroom instructor and expeditiously evacuate the building. Each student will remain with his/her classroom instructor until released by a College administrator.

Natural Disaster

Upon the sounding of the alarm (weather), follow the verbal directions provided by your classroom instructor and relocate immediately to the designated disaster protection area in the building.

Accident Insurance

In all classes at Southwest Georgia Technical College, safety is stressed; however, should a student be involved in an accident, regardless of how minor it may be, he/she must report the accident to his/her instructor. All students enrolled at Southwest Georgia Technical College are covered by an accident insurance policy. In the event a claim is filed, this insurance will only pay a portion of the expenses and the student is responsible for any balance not paid by the accident insurance policy.

Communicable Disease

Any student suffering from a contagious infection may be asked to provide medical documentation that the contagious phase has passed prior to continuing in class. This is to insure a minimum risk to others.

Uniforms

Students enrolled in Health Occupations, Automotive Technology, Agricultural Technology, and Cosmetology classes are required to wear uniforms. These are usually ordered in the first quarter so they can be on hand for the second quarter. Each department has regulations and requirements as to what constitutes a “full uniform,” the time frame for ordering, and the uniform appearance and condition. The Southwest Georgia Technical College uniform codes are given below:

Agricultural Technology

- Approved shirt and pants

Associate Degree Nursing

- 2 pair white nursing hose (female students)
- 1 watch w/ second hand
- 1 pair white clinical shoes
- 2 name tags
- A.D.N. nursepack
- 1 pair green scrubs
- 2 regulation uniforms w/ student patch on left shoulder
- 1 white lab coat w/student patch on left shoulder

Automotive Technology

- Approved automotive shirt

Cosmetology

- Black pants (professionally casual)
- Blouse or shirt (professionally casual)
- Black or white leather shoes (closed-toe with good support)
- Socks or stockings
- (2) Smocks (solid or print; no aprons, vests, or lab jackets)

- Female students are to wear make-up and have hair styled. A minimal amount of jewelry may be worn. Male students are to have hair, beards, and moustaches well-groomed. All students are expected to wear appropriate dress.

Criminal Justice Technology

- Polo shirt with SWGTC logo and Crminial Justice embroidered
- Dress slacks

Gerontology

- 2 regulation uniform tops with student patch on left shoulder
- 2 pairs of black scrub pants
- 1 pair of white clinical shoes
- 2 name tags
- 1 watch with second hand
- 1 black scrub jacket
- 1 stethoscope and blood pressure cuff
- 1 clip board
- No jewelry, no nail polish, and no artificial nails. Hair must be worn off the collar. Wedding rings, school pins, and small stud earrings worn in the ears are permitted.

Emergency Medical Technician

- Class adopted shirt
- Student name tag
- Black dress slacks
- Black shoes
- Black belt

Medical Assisting** (Unless otherwise requested by affiliate)

- 2 regulation uniforms w/student patch on left shoulder
- 2 pairs of white hose or socks
- 1 pair white clinical shoes
- 1 lab coat with student patch
- 2 name tags
- 1 stethoscope
- 1 watch w/sweep hand
- 1 clinical competency check-off manual

- 1 note pad w/black ink pen
- Clear nail polish only
- Hair neat, long hair pulled back.
- Wedding rings and small post earrings permitted.

Clinical Laboratory Technology**

- 2 regulation tops w/ student patch on left shoulder
- 1 pair white clinical shoes
- 2 pairs of white dress slacks
- 1 lab coat w/student patch
- 2 name tags
- 1 note pad w/ black ink pen
- 1 watch w/sweep hand
- Wedding rings and small post earrings permitted
- Hair neat, long hair pulled back

Paramedic Technology**

- Class adopted shirt
- Black boots
- 1 pair black or navy blue dress slacks
- 1 pair hunter green scrubs
- Black belt
- 1 pair of white clinical shoes
- Hair neat, long hair pulled back
- 2 name tags
- Wedding rings and one pair of small post earrings permitted

Patient Care Assistant/Certified Nursing Assistant

- 2 pairs of white pants
- 1 stethoscope and blood pressure cuff
- 2 scrub tops with student patch on left shoulder
- 1 watch with second hand
- 1 pair of white clinical shoes
- 2 name tags
- No jewelry, no nail polish, and no artificial nails. Hair must be worn off the collar. Wedding rings, school pins, and small stud earrings worn in the ears are permitted.

Pharmacy Technology

- 1 lab coat w/ student patch on left shoulder
- 1 student name tag
- Clean neat street clothes—no jeans
- Conservative jewelry
- Hair neat, long hair pulled back

Practical Nursing**

- 2 pair white nursing hose or socks
- 1 watch w/sweep hand
- 1 pair white clinical shoes
- 2 name tags
- 1 stethoscope
- 1 white lab coat
- No jewelry, no nail polish, hair off collar
- 1 pair green scrubs
- 2 regulation uniforms w/student patch on left shoulder
- 1 hemostat
- 1 polo shirt (any color)
- 1 pair of pants (khaki, navy, or black)

Radiologic Technology**

- 3 regulation uniforms with patch on left shoulder
- 3 pair white nursing hose (female students)
- 3 pair white socks (Male Students)
- 3 pairs of white dress slacks
- 1 pair white clinical shoes
- 2 name tags
- 1 lab coat or jacket
- 1 film badge
- Dark blue or white sweaters permitted
- Hair neat, long hair pulled back
- Wedding rings, school pins, and small earrings permitted

Respiratory Care Technology**

- Wine-colored solid scrubs
- Wine-colored scrub jacket
- 1 Littman stethoscope

- 1 analog wristwatch
- 1 clinical competency check-off manual
- 1 note pad with black ink pen
- Hair neat, long hair pulled back
- Wedding rings and small post earrings permitted
- Bandage scissors
- Small hemostats
- Protective eyewear (if student does not wear eyeglasses)
- Student patches for scrub jacket with patches permanently sewn on jacket.

Surgical Technology**

- 2 pair of scrubs
- 1 lab coat with student patch on left shoulder
- 1 pair white nursing shoes or white/black athletic shoes
- 2 name tags
- No jewelry
- Each student is required to purchase the quantity of each item as specified above. Additional items may be purchased; however, financial aid programs may not be billed for the additional items as they are not required.

****Note: Those students on clinical affiliation will adhere to the following:**

1. No hospital scrub clothes are to be worn or taken outside the hospital.
2. Fingernails are to be kept clean and reasonably short.
3. Undergarments are to be worn and should be of a neutral color and design.
4. No heavy make-up or perfume should be worn.
5. Neat, clean street clothing (no jeans) are to be worn at any time the health education students are representing Southwest Georgia Technical College at a clinical affiliate.
6. Programs which permit small post earrings allow only one set at a time, and these earrings may be worn in the ears only. Any other visible body pierced jewelry, including tongue piercing, are not acceptable.
7. Cell phones and beepers are not allowed at any clinical site.

8. All tattoos must be covered and not visible.
9. No unnatural hair color (bright red, purple, blue, green), no rattails or spiked hairdos. The emphasis is to have hair styled in a neat, conservative manner reflecting good taste.

Cleanliness In Work Habits

A portion of each instructional day is set aside for cleaning the laboratories. The area must be cleaned daily. Students are expected to carry out this responsibility in a businesslike manner. All students are expected to keep tools, equipment, and work area clean at all times, as well as to assist in the general cleaning mentioned above.

Note: The classrooms and shops will be cleaned by the students under the supervision of the instructors.

School Closing Due To Hazardous Weather Conditions

Announcements concerning the closing of Southwest Georgia Technical College due to hazardous weather conditions will be made on all local radio stations and on TV stations Channel 6 WCTV (Tallahassee) and Channel 10 WALB (Albany).

Licensure and Registry

The graduates of the following programs have the opportunity to apply for state or national licensure/registry or board examinations: Associate Degree Nursing, Clinical Laboratory Technology, Cosmetology, EMT, Gerontology, Medical Assisting, Paramedic Technology, Patient Care Assisting, Practical Nursing, Respiratory Care Technology, Radiologic Technology, and Surgical Technology. It is recommended that students graduating from these programs take the respective examinations in order to have greater employment opportunities.

Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing/registry exam.

Work Ethic Policy

Each student will receive a work ethic grade each quarter for each course. The work ethic grade will be reflected in the quarterly grade report and

determined by evaluating such factors as attitude, attendance, conduct, appropriate dress, cooperation, participation, and work habits. The work ethic grade does not affect GPA but may affect employment status. Work ethic grades are reflected and explained on students' transcripts and quarterly grade reports. Students taking learning support courses do receive work ethic grades.

Receiving of Flowers/Gifts

The offices of Southwest Georgia Technical College will not receive flowers or gifts to be delivered to students.

School Organizations Policy

Worthy organizations may be established and operate within the school; however, it is the policy of Southwest Georgia Technical College that the guidelines below are adhered to:

1. All organizations functioning within any division of Southwest Georgia Technical College will operate under the sanction, knowledge, advisement, and approval of the Vice President for Academic Affairs, the Vice President for Student Affairs, and the President.
2. No organization will be allowed to affect administrative or operational policies; however, organizations may function in an advisory capacity and their suggestions will be given due considerations.
3. All organizations shall function under the direct supervision of a faculty sponsor/advisor approved by the administration.
4. Frequency and scheduling of meetings and fundraising projects of approved organizations must be cleared through the faculty sponsor. The faculty sponsor will seek approval from the President.
5. Fundraising projects must follow the guidelines outlined under the "Student Fund Raising Policy."

Student Fundraising

Fundraising for Student Activities

Fundraising projects by student organizations shall be related to the purpose/mission of the College. All student fund raising projects shall have

prior approval from the President or the President's designee and shall be in compliance with sound business practices.

Student Status/Load

The normal rate of progress through a program is established by the program length in the specific standard and program guide.

Full-time student status is obtained by registering for a minimum of twelve (12) or more credits for a program per quarter. However, considerably more credits must be taken per quarter to graduate on time according to the established program length. Further, taking fewer than the recommended number of credits per quarter may create scheduling difficulties and further delay graduation and/or financial aid.

Students may register for up to twenty-two (22) credit hours per quarter. Written permission from the Vice President for Academic Affairs is required for any credit hours above twenty-two (22).

It is strongly recommended that students adhere closely to their advisors' recommended course load per quarter.

Attendance Policies

Dependable and punctual employees are vital for a business to operate efficiently. Southwest Georgia Technical College assumes the responsibility of instilling good attendance habits as a part of the instructional program. The following guidelines are set forth with this objective in mind.

1. It is the responsibility of each student to maintain satisfactory attendance once enrolled in a program of study. Students are expected to be in class and on time each day. In cases of unavoidable absences, it is the student's responsibility to contact his/her instructor to make up all work and/or assignments.
2. A student will be issued an attendance deficiency notice by his/her instructor upon the accumulation of absences equal to 5% of the scheduled class time during the quarter in any class/course. The student must report to his/her advisor/instructor and get the notice **signed and receive counseling prior to** continuing class. Upon the accumulation of absences equal to (10% of the scheduled class time), the student will be dismissed from school. Students dismissed may

appeal for readmission in writing through the Dean for Academic Affairs. Students who accumulate 20% of the scheduled class time of absences during a quarter will be dismissed with no appeal available. Students dismissed due to absences may reapply for admission at the beginning of the next quarter.

*See Dismissal or Withdrawal and Reinstatement Policies Item #1 for further attendance regulations.

In extenuating circumstances, the Vice President for Academic Affairs or Dean for Academic Affairs may grant excused leave for up to an additional 10% of scheduled class time during a quarter. Excused leave requests must be requested in advance by the student's advisor and may be requested at any time regardless of the number of absences.

Appeals made for readmission through the Dean for Academic Affairs must be made timely as each class missed puts the student further behind in class work and jeopardizes possible readmission. Students dismissed due to absences may attend class while an appeal is pending.

The Dean for Academic Affairs will act promptly upon receipt of the student's appeal for readmission. The student will be allowed to continue in class only if the appeal is successful. The Dean for Academic Affairs will consider such factors as work ethics, attitude, academic status, and circumstances relevant to each appeal.

Students dismissed due to absences may reapply for admission in the following quarter but may be placed on probation for that quarter.

3. Tardies and partial day absences will be shown as hours missed and will accumulate during the quarter. Persons reporting to class after their designated time of arrival will be charged one hour for each hour and/or partial hour of tardiness. Students leaving early will be charged only for the actual time missed providing the instructor is notified prior to leaving.
4. It is the responsibility of the student to notify his/her instructor if he/she must leave school before his/her designated school day ends. **A student who must leave class early must sign out with their instructor. Re-entry to a class will not be allowed until counseling (attendance deficiency notice issued) has occurred and approval has been secured from the administration.**

- Students will not be excused from class to complete forms, papers, or to tend to financial aid matters. This should be done during lunch, break, or after school.

Attendance Make-Up Policies For Courses With Hour Requirements

Associate Degree Nursing

Participation in all scheduled clinical experiences is required. Excused absences will be granted only in extenuating circumstances. Proof of extenuating circumstances such as illness or death in the immediate family must be provided. Clinical experience missed due to extenuating circumstances will be made up at the discretion of the instructor. The student must contact the instructor within one week of the absence to arrange for a makeup assignment. All clinical experience makeup work must be completed prior to final exams for that quarter. An unexcused absence of more than one clinical day in any course may result in a WF.

Radiologic Technology

All clinical time that is missed must be made up prior to the end of the quarter in which the student is absent. This make-up time is to be scheduled with the clinical instructor. Failure to make up the time by the end of the quarter will result in an incomplete grade in clinical practice for the quarter. If the time is not made up within 10 days after the next quarter begins, the student will receive an "F" in clinical practice.

Practical Nursing

Required number of hours:	830	Classroom Hours
	<u>700</u>	Clinical Hours
	1530	TOTAL

All clinical make-up time must be completed prior to graduation. Practical Nursing students are required by the State Board of Nursing to perform 700 hours of clinical practice. Any time missed must be made up.

Respiratory Care Technology

Students enrolled in the Respiratory Care Technology program are required to complete 800 clinical hours in order to graduate from the program.

Clinical hours must be documented on the clinical time sheet provided by the program. All clinical hours missed must be made up during the same week in which they were missed. Time must be made up in the following manner.

1. Students are required to obtain prior approval from the Director of Clinical Education to schedule make-up time.
2. Time must be made up in the same clinical area in which it was missed (i.e., absences from ICU must be made up in ICU)
3. Students are required to seek prior approval from the Respiratory Therapy Supervisor at the clinical affiliate hospital in which the absences will be made up.
4. After the second clinical absence, additional clinical absences will affect the clinical grade as follows:

3rd Absence	Reduction to a grade of "B"
4th Absence	Reduction to a grade of "C"
5th Absence	Program withdrawal

Surgical Technology

All clinical hours missed must be made up prior to the end of the quarter in which the student is absent. The student is responsible for making prior arrangements with the instructor and the operating room supervisor for make-up time. Make-up time must not interfere with routine assignments of the student in question or of other students. Hour requirements will be determined by the guidelines of the specific clinical course in which the student is enrolled.

Clinical Laboratory Technology

All clinical hours missed must be made up prior to graduation. Prior approval of the program director and clinical supervisor must be secured by the student prior to making up missed time.

Graduation

To graduate from Southwest Georgia Technical College, a student must complete the following items:

1. Students must earn a "C" or greater in all required courses and no less than a "D" in elective course(s).
2. It is the candidate's responsibility to file, with the aid of his or her advisor, an Application for Graduation prior to the published deadline. Graduation applications are located on the College website. Students may choose to participate in the ceremony or graduate in absentia. A fee is applied to students who participate in the ceremony.
3. Students must satisfy all financial obligations to Southwest Georgia Technical College prior to participating in the commencement exercise and before a degree, diploma, or certificate transcript will be issued.
4. The administration will review the student's records and will approve the student for graduation if all academic and other requirements have been met.

To learn more about commencement exercises, please refer to Student Affairs on the SWGTC website.

President's List

At the completion of each quarter, Southwest Georgia Technical College publishes a President's List honoring those students who have demonstrated outstanding achievement. The requirements for the President's List are as follows:

1. A full-time student (enrolled in 12 hours or more). (Full-time status does not include learning support coursework.)
2. Earn a grade of "A" in all course work attempted.

Lost and Found

Lost and found items are located in the Admissions Office. Items will be kept for only thirty days.

Tutoring Center

The Tutoring Center offers tutorial services and workshops covering a variety of topics for all SWGTC students at no charge. While the Center focuses its attention on mathematics, tutoring services are readily available for many subject areas. Students in need of tutorial services for other subject areas

not listed above are encouraged to contact the Tutoring Center by telephone at 225-5003 to make additional arrangements. Students interested in becoming tutors are also encouraged to apply.

Campus Security and Safety

Southwest Georgia Technical College is committed to providing a campus which is free from any kind of criminal activity or violence that could result in injury to employees or students or destruction of State property. It is also Southwest Georgia Technical College's policy to maintain a Safety and Security Committee to be responsible for gauging the potential for threats and developing procedures to guard against these threats.

Southwest Georgia Technical College has a Threats Management Procedure and maintains a "no-tolerance" policy concerning threatening or hostile behaviors on College property. No weapons of any kind will be allowed on College property.

It is the responsibility of all employees and students having knowledge of any threat or potential violence to report it immediately to their supervisor, instructor or member of the Safety and Security Committee. In the unlikely event of a life threatening situation, employees and students are empowered to contact 911 and to notify proper law enforcement authorities.

Students' Rights, Responsibilities and Conduct Code

Southwest Georgia Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. Essential to such purposes is an orderly climate of academic integrity, of rational and critical inquiry, of intellectual freedom, and of freedom of individual thought and expression consistent with the rights of others. To the end that such a climate may be established and maintained, the College and each member of the College community have reciprocal rights and obligations. It is the obligation of the College to insure orderly operation, to preserve academic freedom, to protect the rights of all members of the College community, to prohibit acts which materially and substantially interfere with legitimate educational objectives or interfere with the rights of others, and to impose disciplinary action where conduct adversely affects the College's pursuit of its educational objectives.

The Vice President for Student Affairs has jurisdiction over the enforcement procedures of the Code of Conduct.

Membership in the College community confers upon students certain rights and requires certain responsibilities which are defined below. It is expected that students understand and exercise their rights, fulfill their responsibilities, and respect the rights of others. The College is expected to insure these responsibilities and accord these rights to students. Knowledge of these rights can help students avoid the sanctions prescribed for a breach of responsibilities. Unfamiliarity with the following does not excuse students from carrying out their responsibilities as members of the College community.

Student Rights

Students shall, upon their request, have a right through Student Affairs to be heard in matters which affect their rights and responsibilities.

Students shall have the right to take stands on issues, to examine and discuss questions of interest, and to support legal causes by orderly means which do not disrupt College operations or interfere with the rights of others.

Students shall have the right to freedom of expression by word or symbol as long as it does not materially or substantially interfere with the orderly operation of the College or with the rights of others. This right of expression does not protect lewd, indecent, or obscene conduct and/or expression.

College authorized student publications and communications shall be guaranteed the rights inherent in the concept of "freedom of the press." All publications shall be subject to the canons of responsible journalism, including the avoidance of libel, avoidance of indecency or obscenity, undocumented allegations, and techniques of harassment and innuendo.

The Student Council and all student organizations approved by the College administration may meet on College premises provided that they make reservations in accordance with the rules and regulations for room and space reservation. Students and/or student groups may not make reservations in their names for outside groups or organizations to use College space.

Only the Student Council and student organizations approved by the College administration have the right to invite and hear any person of their own choosing for the purpose of hearing the person's ideas and opinions. The President of the College or the authorized representative may cancel a speaker's reservation where there is clear and present danger that the appearance would threaten the orderly operation of the College. Such cancellation shall be communicated to the sponsoring organization.

Students shall have the right to have their academic and disciplinary records kept confidential subject to existing law. No official records shall be kept which reflect any alleged political activity or belief of students. No official records of students shall be available to unauthorized persons within the College or to any person outside the College without the express written consent of the student involved except under legal compulsion.

Students shall have the right to due process when accused of any violations of College regulations or conduct code as outlined in this Catalog-Handbook.

Student Conduct Code

Part of the mission of Southwest Georgia Technical College (SWGTC) is to provide learner-centered and high-quality services, courses, and programs through both distance and traditional delivery methods. In so doing, SWGTC provides opportunities for intellectual, emotional, social,

and physical growth. SWGTC students assume an obligation to act in a manner compatible with the College's commitment to student success. SWGTC recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, SWGTC establishes this Student Code of Conduct.

Jurisdiction of SWGTC

Generally, SWGTC jurisdiction and discipline shall be limited to conduct which occurs on SWGTC premises; at off-campus class sites; or at activities or functions sponsored by SWGTC, the SWGTC Foundation, Inc., or student organizations; or which adversely affects the SWGTC community and/or the pursuit of its objectives.

Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to disciplinary sanctions as outlined in the SWGTC Procedure: Student Disciplinary.

- A. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic misconduct. Academic misconduct includes, but is not limited to: cheating, plagiarism, and/or presenting false information (lying) in relation to any academic matter.

Definitions pertaining to Academic Misconduct

1. Cheating: The giving or receiving of unauthorized assistance on a test, quiz, project, or examination through the use of unauthorized notes, books, knowledge of specific test questions and/or their answers prior to the examination, ideas or facts from another's paper, and/or pertinent information during examination.
2. Plagiarism: The use of facts, ideas, phrases, charts, etc. from any source without giving credit for the information to the originating source. Downloaded material has become one of the most blatant and common forms of plagiarism, as well as one of the most commonly detected forms of plagiarism. Material submitted in a paper, report, or similar graded submissions is certified by the author to be the original work of the author, except where acknowledged by the author

through citations. Individual professors/instructors are responsible for explaining their referencing policies in each class. Submissions may be certified against outside sources and plagiarism detection sources to verify authenticity.

- b. Furnishing false information to any SWGTC official, faculty member or office.
 - c. Forgery, alteration, or misuse of any SWGTC document, record, or instrument of identification.
 - d. Tampering with the election of any SWGTC recognized student organization.
- B. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other SWGTC activities, including its public-service functions on or off campus, or other authorized non-SWGTC activities.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person.
- D. Unauthorized entry to SWGTC, attempted or actual theft of and/or damage to property of SWGTC or property of a member of the SWGTC community or other personal or public property.
- E. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- F. Failure to comply with directions of SWGTC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- G. Unauthorized possession, duplication or use of keys to SWGTC premises or unauthorized entry to or use of SWGTC premises.
- H. Violation of published Technical College System of Georgia or SWGTC policies, rules or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program.
- I. Violation of federal, state or local law.

- J. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
- K. Use, possession or distribution of alcoholic beverages, except as expressly permitted by the law and SWGTC regulations, or public intoxication.
- L. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on SWGTC premises.
- M. Participation in a campus demonstration that disrupts the normal operations of SWGTC or SWGTC Foundation, Inc. and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus. The dissemination on campus of publications, which do not bear the name of the originator or which are not disseminated in accordance with College rules and regulations is prohibited.
- N. Obstruction of the free flow of pedestrian or vehicular traffic on SWGTC premises or at SWGTC sponsored or supervised functions.
- O. Conduct that is unbecoming to a student, including but not limited to, conduct that is disorderly, lewd (including profane verbal or body language), or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on SWGTC premises or at other locations where classes, activities, or functions sponsored or participated in by SWGTC may be held.
- P. Computer Usage: SWGTC encourages the use and application of information technology to support research, instruction, and the mission of the College. SWGTC has developed a standard of behavior when using the College's computer equipment and networks. Using a computer without permission is theft of services and is illegal under state and federal law. Computer access is a privilege and not a right.
 - a. Entering an account, file, or network to use, read, send, transfer, change or delete the contents, or for any other purpose.
 - b. Using another individual's computer account.

- c. Granting another individual access to your account.
 - d. Loading, downloading, modifying or reconfiguring programs or files in violation of copyright laws.
 - e. Using computer facilities and the web to link, send, receive, view, or print obscene, sexually explicit language or images, abusive, derogatory or harassing messages.
 - f. Displaying, transmitting, distributing or making available information that expresses hate towards a particular individual or group of individuals.
 - g. Using computer facilities for profit, non-profit, or commercial gain or to interfere with the work of another student, faculty member, or SWGTC official.
 - h. Using computer facilities for any purpose that could be seen as a violation of Federal, State, or Local laws.
 - i. Using computer facilities to interfere with the normal operations of the College's computer system and connecting networks.
 - j. Misleading transmittal of names or trademarks (falsely identifying yourself or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).
 - k. To create, install, or knowingly transmit a computer virus.
 - l. To conduct any activity or solicitation for political or religious causes.
 - m. Users should not expect files to be private. It is possible to trace all links to the web. SWGTC reserves the right to monitor and record the usage of all computer resources.
- Q. Abuse of the Judicial System, including but not limited to:
- a. Failure to obey the summons of a judicial body or Technical College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Initiating a judicial proceeding knowingly without cause.

- e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body, a witness or a complainant prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the SWGTC Procedure: Student Disciplinary
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
- R. Use of tobacco products on SWGTC campuses and vehicles operated by the College is not permitted. SWGTC is a tobacco-free campus.
- S. SWGTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertips when arms are extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed and all shirts/blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.
- T. Student Organizations:
- a. The operation of a student organization not approved by SWGTC administration is prohibited.
 - b. the operation of a student organization meeting or event without supervision of the faculty advisor is prohibited.

- c. the participation in functions on the local, state, or national level not sponsored by a faculty advisor is prohibited.
- U. Students shall not eat or drink inside any area of buildings other than designated or otherwise authorized areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.
- V. Minimum classroom regulations:
 - a. Students will exercise all safety precautions given by the instructor regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the instructor. It is desirable that no accidents occur; however, should an accident occur, regardless of how minor, the student shall report it to the instructor immediately. Instructors will make an accident report to the appropriate director. All students will assist in maintaining safe working/learning conditions by notifying their instructors of any hazardous conditions that exist or any unsafe practices being conducted.
 - b. Each instructor has individual procedures for the security of equipment, tools, and supplies. Students are expected to familiarize themselves with the procedures of their department and put forth every effort to assure that it is carried out.
 - c. Every class is required to clean up their training area at the conclusion of the period. Every instructor will have a routine for this activity and students will carry out their share of this duty with a cooperative attitude. In addition to good housekeeping in the training area, every student will practice good housekeeping throughout the buildings and grounds.
- W. Gambling at SWGTC is prohibited.
- X. Children under the age of 16 are not permitted on campus.
- Y. All individuals must be registered for courses they are attending. All visitors to a classroom must be pre-approved.
- Z. Students Vehicle Usage: Students are permitted to have automobiles on campus. Vehicular use on any SWGTC campus or at any SWGTC function is a privilege not a right.
 - a. Students are prohibited from driving SWGTC vehicles.

- b. **Parking Code:** Parking permits are required on all students' cars. Permits will be issued to each student and registered in the Business Office. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares or in the rear of buildings is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe this parking code will result in a fine being levied or the vehicle being towed away at the owner's expense.
 - c. **Operation:** Automobiles operated on the campus are to proceed at a rate of no more than twenty-five miles per hour (25 MPH). Driving through back security areas is not allowed.
 - d. **Repair:** Students are not permitted to perform extensive repairs on automobiles in the College parking lot.
- AA. Any program or department may have rules and/or regulations in addition to those in the Code. Students and visitors are subject to the department's rules and regulations in addition to this Code.

Student Disciplinary Procedure

The administration of Southwest Georgia Technical College (SWGTC) reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the atmosphere of collegiality and mutual respect on campus. This procedure is intended to provide an orderly protocol for handling student disciplinary cases in accordance with the principles of due process and justice.

Definitions

1. The term "Technical College" means SWGTC.
2. The term "Student" includes all persons taking courses at SWGTC, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."

3. The term “Faculty Member” means any person hired by SWGTC to conduct teaching service, or research activities.
4. The term “College Official” includes any person employed by SWGTC, performing assigned administrative responsibilities.
5. The term “Member of the College Community” includes any person who is a student, faculty member, college official or any other person employed by SWGTC.
6. The term “College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by SWGTC (including adjacent streets and sidewalks).
7. The term “Student Organization” means any number of persons who have complied with the formal requirements for SWGTC recognition.
8. The term “Judicial Body” means any person or persons authorized by the President of SWGTC to determine whether a student has violated the Student Code or other regulations and to recommend imposition of sanctions.
9. The term “Judicial Advisor” means a College official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases. Unless otherwise noted, the “Judicial Advisor” of SWGTC is the Student Disciplinary Officer.
10. The term “Appellate Board” means any person or persons designated by the President to consider an appeal from a Judicial Body’s determination that a student has violated the Student Code, other regulations, or from the sanctions imposed by the Judicial Advisor. The President may serve as the Appellate Board.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “policy” is defined as the written regulations of SWGTC as found in, but not limited to, the Student Code of Conduct, Students Handbook(s), SWGTC Catalog, the SWGTC Policy Manual, and the Policy Manual approved by the State Board for the Technical College System of Georgia.

14. The term "System" means the Technical College System of Georgia.
15. The term "business days" means, for disciplinary purposes, weekdays that the College administrative offices are open.
16. The term "Continuing Relationship" means any person who has been enrolled as a student and may enroll in the future as a student at SWGTC.
17. The term "Academic Misconduct" means any incident involving as any act which improperly affects the evaluation of a student's academic performance or achievement (i.e. cheating, plagiarism, etc).
18. The term "Student Disciplinary Officer" refers to the person designated by the President to administer this procedure.

A. Filing A Complaint

1. Any member of the College community may file a complaint with the Student Disciplinary Officer against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the Student Disciplinary Officer or his/her designee. The Executive Director of Adult Education will serve as the Student Disciplinary Officer for all Adult Education students.
2. Academic misconduct is handled through Academic Affairs and does not use this procedure.
3. Investigation and Decision:
 - a. Within 5 business days after the complaint is filed, the Student Disciplinary Officer or his/her designee shall complete a preliminary investigation of the incident, and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the charges. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Student Disciplinary Officer or his/her designee shall determine whether the student is guilty of the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct. If the student fails to appear at the meeting, he or she will be considered guilty and the appropriate actions will be taken.

- b. In the event that a complaint alleges violations of the Student Code of Conduct by more than one student, each student's disciplinary proceeding, as well as any appeals relating to that proceeding, shall be conducted individually.
- c. If the Student Disciplinary Officer or his/her designee determines that the student is guilty of a violation of the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Student Disciplinary Officer or his/her designee determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

B. Disciplinary Sanctions

1. After a determination that a student has violated the Student Code of Conduct, the Student Disciplinary Officer or his/her designee may impose one or more of the following sanctions:
 - a. Restitution—A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to the actual cost of repair or replacement.
 - b. Reprimand—A written reprimand may be given any student. Such a reprimand does not restrict the student in any way, but it signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the College community, and that any further violation may result in more serious sanctions.
 - c. Restriction—A restriction upon a student's privileges for a period of time may be imposed. This restriction may include but is not limited to denial of the right to represent the College in any way, denial of use of facilities, alteration or revocation of parking privileges, or restrictions from participating in extracurricular activities.
 - d. Disciplinary Probation—Continued enrollment of a student on probation may be conditioned upon adherence to specified terms. Any student placed on probation will be notified of the terms and length of probation in writing. Any conduct determined after due

process to be in violation of these terms while on probation may result in the imposition of more serious disciplinary sanctions, as specified by the terms of probation.

- e. **Failing or Lowered Grade**—In cases of academic misconduct, the Student Disciplinary Officer or his/her designee will make a recommendation to the Vice President for Academic Affairs or his/her designee who may authorize the instructor to award a failing or lowered grade in the course, a loss of credit on the assignment or examination, and may impose other additional sanctions including suspension or dismissal from the College. Reference: Policy V.H. Academic standards, evaluations and appeals.
 - f. **Disciplinary Suspension**—If a student is suspended, he/she is separated from the College for a stated period of time. Conditions of reinstatement, if any, must be stated in the notice of suspension.
 - g. **Disciplinary Expulsion**—Removal and exclusion from the College, College controlled facilities, programs, events, and activities. A record of the reason for the student's dismissal is maintained by the Student Disciplinary Officer or his/her designee. Students who have been dismissed from the College for any reason may apply in writing for reinstatement twelve (12) months following the expulsion. If approval for reinstatement is granted, students will be placed on disciplinary probation for a specified term. The probationary status may be removed at the end of the specified term at the discretion of the Student Disciplinary Officer or his/her designee.
 - h. **Interim Disciplinary Suspension**—As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him/her. However, interim suspension may be imposed upon a finding by the Student Disciplinary Officer or his/her designee that the continued presence of the accused student on campus constitutes a potential or immediate threat to the safety and well-being of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of substantial disruption of classroom or other college-related activities.
2. Violation of Federal, State, or Local Law

- a. If a student is convicted or pleads Nolo Contendere to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the College's vital interests and stated mission and purpose.
 - b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.
 - c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. Conditions of Suspension and Expulsion
 - a. A student who has been suspended or expelled from the College shall be denied all privileges afforded a student and shall be required to vacate SWGTC premises at a time determined by the Student Disciplinary Officer or his/her designee.
 - b. In addition, after vacating the SWGTC premises, a suspended or expelled student may not enter upon SWGTC premises at any time, for any purpose, in the absence of written permission from the Student Disciplinary Officer or his/her designee. A suspended or expelled student must contact the Student Disciplinary Officer or his/her designee for permission to enter the SWGTC premises for a limited, specified purpose.
 - c. If the student seeks to submit a signed Disciplinary Sanction Appeal Form, the Student Disciplinary Officer or his/her designee must accept the Form by mail or fax if he/she refuses the student's request to enter the SWGTC premises for that specified purpose.

- d. A scheduled appeal hearing before the Judicial Body shall be understood as expressed permission from the Student Disciplinary Officer or his/her designee for a student to enter the SWGTC premises for the duration of that hearing.

C. Appeals Procedure

1. A student who wishes to appeal a disciplinary decision by the Student Disciplinary Officer or his/her designee must file a written notice of appeal through the President's Office for review by the Judicial Body within 5 business days of notification of the decision.
2. The student will then have the right to appear in a hearing before a Judicial Body assigned by the President or his/her designee within 10 business days to present evidence and/or testimony. The student has the right to be assisted by any advisor he/she chooses, at his/her own expense. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Judicial Body. The Committee will consist of two faculty members, one staff member and two students. There shall be a single verbatim record, such as a tape recording, of all hearings before the Judicial Body. The record shall be the property of SWGTC. The Chairperson of the Judicial Body shall notify the President and the Student Disciplinary Officer in writing of the Judicial Body's decision. The SWGTC President or his/her designee will notify the student in writing of the Committee's decision and the opportunity to appeal directly to the President.
3. In the event that the student chooses to contest the decision of the Student Judicial Committee, he/she has the right to appeal the decision to the President of the College within 5 business days of notification of the Committee's decision. The appeal to the President shall be in writing. The President shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. The President shall deliver his/her decision to the student within 10 business days. The decision of the President shall be final and binding.

D. Document Retention

The Student Disciplinary Officer or his/her designee shall retain a copy of all documents concerning complaints, investigations, administrative

actions, and communications in relation to any incident that resulted in a disciplinary investigation of any kind against a student. The Student Disciplinary Officer or his/her designee will also retain records of any disciplinary appeals filed by the affected student, as well as the resulting record of appeal and decision submitted by the Student Judicial Committee. A record of the final decision must also be retained, in the event that the decision is appealed to the President. All records specified in this section shall be retained for a period of five years.

Grade and Other Academic Appeals

A student may appeal a final grade or other academic decision. The student may appeal by raising the issue with the instructor who awarded the grade or made the academic decision. Absent extraordinary circumstances, the appeal must be filed within two weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. If the consultation with the instructor does not resolve the appeal, a student may appeal to the Dean of Academic Affairs by filing a written request for review. Absent extraordinary circumstances, this request for review must be filed within four weeks from the date the student learned or reasonably should have learned of the grade or other action complained of. If the student is not satisfied with the decision of the Dean, the student may appeal in writing to the Vice President for Academic Affairs. Absent extraordinary circumstances, this request for review must be filed within six weeks from the date the student learned or reasonably should have learned of the grade or other action for which the complaint was made. The decision of the Vice President for Academic Affairs shall be final.

Student Grievances

It is the policy of the Technical College System of Georgia to maintain a grievance process available to all students that provides an open and meaningful forum for their complaints, the resolution of these complaints, and is subject to clear guidelines. This procedure does not address complaints related to the unlawful harassment, discrimination and/or retaliation for reporting harassment/discrimination against students. Those complaints are handled by the Unlawful Harassment and Discrimination of Students Procedure.

- 1. Informal Complaint Procedure.** Student complaints should be resolved on an informal basis without the filing of a formal grievance.
 - a. A student has 10 business days from the date of the incident being grieved to resolve their complaint informally by approaching their instructor, department chair or any other staff or faculty member directly involved in the grieved incident.
 - b. Where this process does not result in a resolution of the grievance, the student may proceed to the formal grievance procedure.
- 2. Formal Complaint Procedure.** Where a student cannot resolve their complaint informally, they may use the formal grievance procedure.
 - a. Within 15 business days of the incident being grieved, the student must file a formal grievance in the office of the Vice President for Student Affairs (VPSA) with the following information:
 - i. Name,
 - ii. Date,
 - iii. Brief description of incident being grieved,
 - iv. Remedy requested
 - v. Signed, and
 - vi. Informal remedy attempted by student and outcome
 - b. If the grievance is against the VPSA, the student shall file the grievance in the Office of the President.
 - c. The VPSA, or his designee, will investigate the matter and supply a written response to the student within 15 business days.
 - d. If the grieved incident involves possible unlawful harassment, discrimination or retaliation for reporting unlawful harassment/discrimination, the investigation will be handled pursuant to the Procedure: Unlawful Harassment and Discrimination of Students.
 - e. If the grieved incident is closely related to an incident being processed through the disciplinary procedure, the disciplinary procedure will take precedence and the grievance will not be processed until after the disciplinary procedure has run its course.
 - f. The VPSA, or his designee, shall be granted an additional 15 business days to investigate the grievance upon notice to the grieving student.

- 3. Appeal of Staff Response:** If a student is unsatisfied with the response from the VPSSA, the student may appeal the decision to the President of the College. The College staff has no right to appeal.
- a. A student shall file a written appeal to the President within 5 business days of receiving the response.
 - b. The appeal will be decided based entirely on documents provided by the student and the administration, therefore the student must ensure that he has provided all relevant documents with his appeal.
 - c. At the President of the College's sole discretion, grievance appeals at their institution may be held in one of the following two ways:
 - i. The President may review the information provided by the student and administration and make the final decision; or
 - ii. The President may appoint a cross-functional committee comprised of 5 members, including one chair, to make the final decision.
 - iii. The decision of either the President or the cross-functional committee shall be made within 10 business days of receipt by the President of the appeal.
- 4. Whichever process is chosen by the President, the decision of the grievance appeal is final.**

Retaliation against a student for filing a grievance is strictly prohibited.

Student Probation or Suspension

A student may be issued a notice placing him/her on a probationary status for any of the following reasons:

- Unsatisfactory Progress
- Irregularity in Attendance
- Poor Conduct or Misconduct

The length of probation is determined by the gravity of deficiency. Continued violation of probationary status while on probation may result in suspension.

A student on academic probation who also becomes deficient in attendance, may be suspended from Southwest Georgia Technical College and may not reapply for one (1) full quarter.

Students who are deficient in attendance or conduct during a quarter may be placed on probation for a specified length of time. Students on probation must correct the deficiency during the probationary period or further disciplinary action will result. Students suspended from Southwest Georgia Technical College may not reapply for admission until after waiting one (1) full quarter.

Satisfactory Academic Standing/ Academic Probation/Dismissal

Students must maintain a minimum 2.0 cumulative GPA to be in satisfactory academic standing. Students whose cumulative GPA falls below 2.0 will be placed on academic probation for the next academic quarter. The quarterly GPA must be 2.0 or above at the end of the probationary quarter to maintain satisfactory status. Failure to maintain satisfactory status during a probationary quarter will result in dismissal. A student dismissed due to academic deficiency may reapply for admission after waiting one (1) full quarter. Upon readmission, the student must make a 2.0 or above each quarter to maintain satisfactory standing or will be dismissed. Any student dismissed from a program for the second time due to academic deficiency cannot reapply to that program, but may apply for any other program at the College. Students who enroll in a second or subsequent program will have their quality points and credits earned in one program transferred to the new program for all certificate, diploma, or degree credit classes.

Overall GPA must be 2.0 or better before students can graduate. Graduation grade point average is calculated on all courses attempted at SWGTC. When a course is taken more than once, the final grade only will be used in calculating the grade point average for graduation.

Allied Health Academic Requirements

To fulfill the academic requirements of all Allied Health programs, a minimum grade of "C" is required for progress from specified courses to more advanced courses. The grading system of all Allied Health programs established passing grades that document student achievement of course competencies at levels acceptable for job entry. Students not attaining the minimum grades referenced above will be required to repeat the course(s) and achieve the minimum prior to continuing in the curriculum.

Students preparing to enter (taking courses) for a diploma or associate degree Allied Health program must complete all AHS, science and math courses within five (5) years and all prerequisites within two attempts. All academic history within the last five (5) years, whether on campus or as a transfer student, will be considered when evaluating the number of attempts. Anyone failing to meet this criteria will be counseled to apply to a program that does not require the failed AHS or prerequisite(s). Any student accepted into an Allied Health program who fails to attain a minimum grade of "C" in any occupationally or technically specific course will be required to repeat the course. Any Allied Health student admitted to a program who fails to attain a minimum grade of "C" in a occupationally or technically specific course in two separate courses will be withdrawn from the program and will not be allowed to re-apply to that Allied Health program. Two block failures in Practical Nursing prevents readmission to the Practical Nursing program at SWGTC. (One Block Failure equals failure in both an NSG course and its matching NPT course.) This policy is inclusive of all transfer students also attempting readmission after a clinical failure at any other college. However, the student may apply to another Allied Health program. Please be aware that Allied Health programs may have additional requirements or constraints placed upon them by accrediting or licensing agencies. Students will be made aware of any additional requirements or constraints by program faculty.

Allied Health Clinical Demerit System

Students enrolled in most Allied Health Programs at Southwest Georgia Technical College will be subject to the following academic policies while in any clinical affiliate (see your program advisor to confirm if applicable to you.):

One to three demerits: to be issued at the instructor's discretion:*

- failure to notify instructor/supervisor of absence or extended tardy
- failure to comply with uniform code (each department's uniform code will differ)
- performance of previously acquired competencies at less than acceptable standards (as indicated by competency check-offs)
- unprofessional conduct

*Assignment of demerits will increase for repeated offenses.

Three demerits: (Subject to review by the committee described below). Any act of carelessness regarding patient care or equipment use.

Dismissal: Any act of significant consequence(s) to patient(s), employee(s), or property may be reviewed for recommendation of immediate dismissal of the student. An accumulation of nine (9) or more demerits will result in automatic dismissal from the program.

An assignment of three (3) demerits will result in the clinical grade being dropped one (1) letter grade. Demerits given to students are cumulative during the entire enrollment from quarter to quarter. The assignment of three (3) demerits or more at any one time will be reviewed by a committee consisting of:

1. Program Clinical Instructor
2. Dean for Academic Affairs
3. Clinical Affiliate Representative

Automotive Technology Demerit System

Students enrolled in the Automotive Technology Program at Southwest Georgia Technical College will be subject to a demerit system. The following infractions will result in the listed number of demerits being earned. The following list is not inclusive as other violations may be unique to the situation or may qualify as unprofessional behavior. Demerits will be subtracted from the final average for the course(s) during which the demerits were earned. The following list

■ Failure to call in when absent/late	2
■ Failure to bring books, tools, supplies	2
■ Vehicle, equipment, college facilities abuse	2
■ Failure to complete clean-up assignment	3
■ Failure to store equipment/tools	3
■ Unprofessional behavior	5
■ Failure to complete lab activity	5
■ Use of college computers not related to automotive studies	10
■ Safety violation	10

Wellness

We are pleased to provide you with an introduction to the concept of wellness. Wellness as a life-style seeks to enrich and promote activities that enhance complete well-being and thus increase the power students have available to accomplish educational and life goals. Living a life of relative equilibrium requires physical, mental, emotional, and social well-being. The contents of this Wellness Guide are designed to serve as your introduction to wellness. We hope you will find this guide useful and worth keeping for future reference. SWGTC sponsors special events throughout the year that provide information to the student body relating to personal wellness. The events are free and open to all students.

Life Skills

Stress/Time Management

Stress is a general description for our physical and emotional responses to changes or demands in our lives. The changes do not have to be negative to be stressful. Starting a new job can be just as stressful as being fired. Some of the changes we experience are “bombs,” major stresses like the death of a good friend. However, minor stresses are currently thought to have a larger cumulative effect on us than do the “bombs.”

Under stress, your heart beats faster, you breathe faster, your blood pressure goes up, and other metabolic changes occur. Psychologically you may feel rushed, nervous, or irritable; have difficulty concentrating; feel fatigued; and feel time pressured. Stress can also produce various physical symptoms like headaches and muscle tension, sleeplessness, and appetite changes.

Each of us has a unique stress profile. What is stressful for you may not be so for someone else. The same can be said for stress relievers; what works for you may not work for someone else. However, we can make certain generalizations. Good basic nutrition, coupled with regular exercise, regular rest, and regular involvement in an activity that you enjoy, help build up resistance to stress. It also appears that having one or more close friends with whom you can and do confide is important.

Finally, instruction in time management, stress management and relaxation techniques may be appropriate depending on your individual situation. If you feel stressed out, check out some of the relevant sections in this guide.

Fitness

We have learned a great deal lately about the value of physical fitness. The strength, stamina, suppleness, and positive attitude that result from regular exercise play key roles in helping us achieve satisfaction in work and school, relationships, recreation and health. Conversely, lack of exercise has been associated with obesity, back problems, fatigue and perhaps most important, a weakened cardiovascular system which may be more susceptible to heart disease.

There are many benefits to regular exercise.

1. You'll feel better physically. Your heart will be stronger, heart and lungs will work more efficiently, and you will have more energy.
2. You'll feel better emotionally. People who exercise regularly report a positive sense of well-being. Exercise is a stress reducer, and there is evidence exercise helps relieve depression and insomnia.
3. You'll look better. Muscle tone will increase and a percentage of body fat will decrease. In addition to burning calories, exercise aids in decreasing your appetite.

A good fitness program should address three important areas: endurance, muscle strength, and flexibility. Remember, an exercise program is only beneficial if you stick with it. Be sure to choose exercises you enjoy. Once you have developed a well-rounded program, start slowly, work up gradually, and enjoy feeling great.

Preventive Health Care

Nutrition

Proper diet is the ultimate source of good health. Throughout life, it is nutrition gained through eating that builds the body up and gives it strength to repair itself. Once the diet is consumed, the body is very good at picking and choosing just the right nutrients for the different areas and systems to insure proper functioning. If the diet lacks some essential ingredients, the body has no way to get it.

To insure a proper diet, nutritionists say to eat a variety of foods. The building blocks which provide the body's needs are: water, vitamins, minerals, protein, carbohydrates, and fats. Most guides on this subject suggest you eat foods from these four groups daily:

1. Milk Group—milk (2 glasses daily), cheese, or other milk-source foods;
2. Meat Group—fish, meat, poultry (2 servings daily); dried beans, nuts and peanut butter are alternatives;
3. Vegetable & Fruit Group—dark garden vegetables or deep yellow fruits (for vitamin A), citrus fruit and tomatoes (for vitamin C) (4 servings daily); and
4. Bread & Cereal Group—enriched or whole grain (4 servings daily).

These 4 groups are the foundation for a balanced diet. The number of servings of food recommended from each group is based on the amounts of leader nutrients you need and the amounts that are in the foods. In addition to balancing among the basic four food groups, it is well to avoid too much sugar, salt (sodium), fat, saturated fats, and cholesterol while increasing your intake of complex carbohydrates (fruits and vegetables) and fiber.

Good eating habits will also help you to avoid tooth decay. Decay causing bacteria thrive on sugar, so try to stay away from sticky sweet foods that linger in your mouth and promote tooth decay.

Weight Reduction

Present estimates are that 40 to 80 million Americans fall into the overweight category. Twenty million Americans are “clinically obese”—one person in ten. Hundreds of fad diets hit the market each year, and each diet is advertised as the latest sure-cure for obesity. However, experience shows that short term restrictive diets produce short-lived successes. No wonder Americans go on an average of 1.4 diets per person per year!

We have perhaps been too successful at developing work-saving devices that require less and less expenditure of human energy. Eating has become a socially preferred and culturally conditioned activity. We have grown up in the midst of plenty, so we eat plenty. These are some of the reasons we are fat, but they are also poor excuses.

How can you begin to balance your energy needs and your eating? You’ve got to begin with a belief in your own ability to control your eating.

Develop sound nutritional habits. That means eating foods from all four food groups (see Nutrition) and eating reasonable portions. Junk foods like soft drinks, candy, chips, pies, cakes, and cookies are loaded with sugar, fats

and calories. They are best avoided. Eating well-balanced meals, including breakfast, will prevent the munchies and get you off to a good start.

Increase your energy expenditure through daily exercise and recreation. This burns calories and also helps maintain muscle tone. Take the stairs, or ride your bike instead of driving. Weather in the area makes it easy for you to be active outdoors all year. Start these changes slowly and work up, making it a regular part of your daily routine.

Do you eat when you are bored or when you study, even if you are not hungry? Do you eat too fast or too much before you know it? Try to be aware of your eating behavior, and try to be responsive to your body's needs.

If need be, get involved in changing your eating habits either through joining a weight reduction program or by beginning to manage your weight problem on your own.

Drug Use and Abuse

Many people use and abuse drugs and don't realize it. They don't think that foods and drinks contain drugs. Here is some information on different drugs you may encounter. If you determine you have a drug dependency problem or just want more information, please contact a counselor located in the Admissions Office.

Alcohol: Although alcohol is legal, it is a potentially lethal drug and can be addictive. See section on Alcohol.

Aspirin: This is one of the most commonly abused drugs. However, it is also one of the most useful medicines. It has three functions:

1. analgesia (pain relieving);
2. anti-inflammatory (reduces redness and swelling); and
3. antipyretic (reduces fever).

With the exception of those few people who are allergic to it, two aspirins every six hours are safe for nearly everyone. Aspirin is useful for most headaches, fevers, minor injuries, and illnesses. Aspirin should be avoided if you have the flu or chicken pox. Aspirin may contribute to Reye's Syndrome during these illnesses.

Caffeine: The users of cola drinks, coffee, tea, and chocolate don't think they are taking drugs, but all these beverages contain caffeine, a drug, which

is sometimes prescribed medically. Those who overuse drinks containing caffeine use drugs in the truest sense, and some are addicted.

Marijuana: Marijuana is a dangerous and illegal drug. It damages the lungs in the same way as cigarette smoke, causes chest pain because of increased heart rate, reduces short-term memory, and affects the reproductive system of males and females. Its chronic use is associated with “a motivational syndrome,”—loss of motivation and interest in school, work, and friends. Marijuana also interferes with coordination, reactions, and judgment. Marijuana is psychologically addictive.

Narcotics: This class of drugs includes opium, morphine, codeine, and heroin. These drugs are addictive. They are used medically to alleviate pain; but even in this case, must be used cautiously because of the tendency to produce addiction.

Psychedelic Drugs: The major psychedelics are Mescaline, Psilocybin, and LSD. These drugs increase pulse, heart rate, blood pressure, and temperature. They also cause chills, nausea, irregular breathing, confusion, and hallucinations. Frequent users can have flashbacks without taking additional drugs. There is also evidence that LSD can cause permanent genetic damage. Psychedelic drugs are very unpredictable. One “trip” may be disastrous. There is a great danger of bodily injury to self and others.

Sedatives: Barbiturates like Phenobarbital are the main drugs in the sedative class. As with virtually all classes of drugs, these have definite medical value. However, they are physically addictive. Sudden withdrawal from Phenobarbital can cause severe problems including convulsions, just as sudden withdrawal from alcohol can produce delirium tremens (DT's) and convulsions in an alcoholic.

Stimulants: The amphetamines (bennies, dexies, speed), methamphetamines (ice, crystal), and cocaine (coke, blow, flake, snow, crack, rock) fall into this class of drug. These drugs are harmful. They raise blood pressure and respirations. Sudden death due to cardiac arrhythmias or stroke can occur at anytime, even with the first use. Users of stimulants build up tolerance so that more and more of the drug is needed to get the same effect. These drugs can be psychologically and physically addictive.

Tobacco: Tobacco is addictive due to its content of nicotine. Nicotine decreases blood flow to vital organs which contributes to disease of these organs. Seven known carcinogens, over 1,000 chemicals, and many toxic gases enter your bloodstream each time you light up. Smoking is the number-one

voluntary health risk. Tobacco use increases your risk of chronic bronchitis, emphysema, upper respiratory and lung infections, and coronary artery and cardiovascular disease. It is a leading risk factor for cancer of the larynx, lung, mouth, throat, esophagus, kidney, pancreas, and bladder. It has recently been shown to increase women's risk of cancer of the cervix. A new form of tobacco abuse—smoke-less tobacco—is just as dangerous and addicting as smoking. The greatest risk is oral cancer, but it also causes dental problems— tooth decay, bad breath, discolored teeth, and gum disease.

Alcohol

Drinking is so much a part of American culture that we take it for granted. We drink at home, at parties, in bars, in restaurants, and at football games. We drink to relax, to break the ice, to celebrate, to show off, and to forget. We often forget that we have a choice—to drink or not to drink. The choice is ours alone, and we alone are responsible for the decision.

When deciding what role alcohol should play in your life, you should consider not drinking at all. Join the 50 million adults who have chosen not to drink.

Alcohol is potent—it affects the brain powerfully and quickly. Alcohol kills. It is a major factor in motor vehicle accidents, drowning, and violent crime. Alcohol destroys. It ruins careers, breaks up families, and leads to personal tragedy.

Long-term excessive abuse of alcohol increases the risks of heart disease, liver disease, cancer, brain damage, mental disorders, loss of sexual functions, and blood disorders. Alcohol abuse during pregnancy can cause birth defects and other fetal abnormalities.

A small minority of us are problem drinkers. Check the list below to see if you fall into this category.

1. Family, social, job or financial difficulties due to drinking.
2. Loss of ability to control drinking.
3. "Blackouts," or forgetting what happened while drinking.
4. Distressing reactions if drinking is stopped.
5. A need to drink increasingly more to get the desired effect.
6. Changes in behavior or personality when drinking.
7. Getting drunk frequently—more than four times a year.
8. Injuring oneself or someone else while intoxicated.

9. Breaking the law while intoxicated.
10. Starting the day with a drink.

If you know someone who is not a responsible drinker or who seems to have a drinking problem, don't be afraid to talk to him or her about it. Show some concern and offer some support while avoiding preaching or criticizing. Discuss the issue when neither of you is drinking. Be prepared to offer alternatives as to what kinds of professional help are available. Our counselors can help by referring individuals with drinking problems to the appropriate agency or support group. Drug and/or alcohol counseling, treatment, and rehabilitation programs are available at:

Archbold Northside Center

401 Albany Road
Thomasville, GA 31792
Phone: (229) 228-8100

If other assistance is necessary, contact a counselor in Student Affairs or call (229) 225-5060. Other important numbers you may need are:

Alcohol Hotline

1-800-ALCOHOL (252-6465)

The Haven Battered Women's Shelter Inc.

1-800-273-4823

Battered Women/Domestic Violence Hotline

1-800-334-2836

Thomas County/Thomasville Narcotics/Vice Division

(229) 225-3305

Georgia Pines Crisis Line (Mental Health, Mental Retardation, and Substance Abuse)

1-800-531-1936

Georgia Pines has three centers for non-crisis calls dealing with Substance Abuse and Mental Health

Halcyon Home, Inc. (Domestic Violence/Shelter)

(229) 226-6666
1-800-284-9980

Mitchell County Mental Health Center

339 Pride Street
Pelham, Georgia 31779-1508
(229) 294-6509

Grady County Mental Health Center

130 1st St. N.E.
Cairo, Georgia 31728
(229) 377-5700

Psychiatrists**Darin Drury, MD**

Behavioral & Psychiatric Care
401 Albany Road
Thomasville, GA 31792
229-228-8100

Henry A. Engenio, MD

602 Victoria Place
Thomasville, GA 31792
229-225-9050

Kenneth Fuller, MD**Angela Fuller, MS**

116 Hansell Street
Thomasville, GA 31792
229-226-7060

Immunizations

ALL STUDENTS ARE STRONGLY ENCOURAGED TO SEEK IMMUNIZATION FOR PREVENTABLE DISEASES—ESPECIALLY MEASLES, MUMPS, AND RUBELLA.

Diphtheria and Tetanus: Routine immunization against diphtheria, tetanus, and pertussis (whooping cough) in childhood has been common practice in the United States for the past 30 years. If you didn't get your "baby shots," primary immunization can be done as an adult in a series of three shots. It is recommended that all persons who have had primary

immunization receive booster doses every 10 years. Under certain conditions, such as treatment of a puncture wound or an unclean wound, more frequent injections may be indicated.

Measles (Rubeola) Vaccine: Rubella is a common childhood rash disease, and childhood cases are often overlooked or misdiagnosed because signs and symptoms vary. The most common features of rubella include enlarged lymph nodes, joint pain, and a transient rash usually with low fever. Rubella vaccine has been available since 1969, and it is recommended that everyone receive a vaccination, not so much to prevent the benign illness as to provide protection for women of childbearing age. If a woman becomes infected during the first three months of pregnancy, there is a risk of serious birth defects. It is recommended that you check your vaccination record, and if in doubt, we recommend a blood test for rubella antibodies. If the blood test indicates that antibodies are not present, you are susceptible to rubella; and immunization will be offered after contraception counseling. With rubella, as with other live-virus vaccines, there is a theoretical risk to the fetus if a woman is vaccinated during pregnancy.

Mumps Vaccine: Live-virus mumps vaccine was first introduced in 1967. The vaccine produces a subclinical (mild or no symptoms) noncommunicable (non “catching”) infection with very few side effects. On the other hand, mumps itself can be serious in adults, so it is important to have immunity. Mumps virus vaccine is available to anyone without history of the disease or of effective vaccination.

Hepatitis: Hepatitis is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment and the outcome of Hepatitis B is variable and can be lethal. 5 - 10% of infected persons become carriers.

Vaccination is strongly recommended. The vaccine is safe, immunogenic and effective in preventing Hepatitis B. The vaccine is produced in yeast cells and is purified by chemical and physical methods and is free of human blood products.

The vaccine series is given in three (3) doses, IM only into the deltoid muscle. The three (3) doses are given as follows: a. first dose; b. second dose, one month later; and c. third dose, six months after the first dose.

Course Descriptions



- LEARNING SUPPORT COURSES ARE NUMBERED 0096 THROUGH 0099.
- GENERAL EDUCATION COURSES NUMBERED 1000 THROUGH 1099 ARE CERTIFICATE AND DIPLOMA COURSES.
- GENERAL EDUCATION COURSES NUMBERED 1101 AND ABOVE ARE ASSOCIATE DEGREE COURSES.*

Note: General Education Certificate and Diploma courses numbered 1000 through 1099 are not transferable as Associate Degree courses.



ACC 1101 Principles of Accounting I

6.00 Credits

Prerequisite(s): Program Admission

Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACC 1102 Principles of Accounting II

6.00 Credits

Prerequisite(s): ACC 1101

Applies the basic principles of accounting to specific account classifications and subsidiary record accounting. Topics include: receivables, inventory, plant assets, payroll, payables, partnerships, and sales tax returns. Laboratory work demonstrates theory presented in class.

ACC 1103 Principles of Accounting III

6.00 Credits

Prerequisite(s): ACC 1102

Emphasizes a fundamental understanding of corporate and cost accounting. Topics include: accounting for a corporation, statement of cash flow, cost accounting, budgeting, and long-term liability. Laboratory work demonstrates theory presented in class.

ACC 1104 Computerized Accounting

3.00 Credits

Prerequisite(s): ACC 1102, SCT 100

Emphasizes operation of computerized accounting systems from manual input forms. Topics include: equipment use, general ledger, accounts receivable and payable, advanced payroll, and financial reports. Laboratory work includes theoretical and technical application.

ACC 1106 Spreadsheet Applications

3.00 Credits

Prerequisite(s): SCT 100

Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts; data entry and modification; analyzing data, charts and graphs; formatting data and content and managing workbooks.

ACC 1151 Individual Tax Accounting

5.00 Credits

Prerequisite(s): None

Provides instruction for preparation of both state and federal income tax. Topics include: taxable income, income adjustments, schedules, standard deductions, itemized deductions, exemptions, tax credits, and tax calculations.

ACC 1152 Payroll Accounting

5.00 Credits

Prerequisite(s): ACC 1101

Provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, and analyzing and journalizing payroll transactions.

ACC 2120 Principles of Auditing

5.00 Credits

Prerequisite(s): ACC 1103

Introduces the student to the auditor's responsibilities in the areas of professional standards, reports, ethics and legal liability. Students learn about the technology of auditing; evidence gathering, audit/assurance processes, internal controls, and sampling techniques. The specific methods of auditing the revenue/receipts process, disbursement cycle, personnel and payroll procedures, asset changes, and debt and equity are learned. Finally procedures related to attest engagements and internal auditing are reviewed.

ACC 2154 Personal Finance

5.00 Credits

Prerequisite(s): None

Introduces practical applications of concepts and techniques used to manage personal finance. Topics include: cash management, time value of money, credit, major purchasing decisions, insurance, investments, retirement, and estate planning.

ACC 2159 Accounting Simulation

5.00 Credits

Prerequisite(s): ACC 1104, ACC 1106

Develops skills for the potential accountant to effectively prepare financial statements for presentations and income tax returns. Emphasis is placed on providing students with opportunities for application and demonstration of skills associated

with automated accounting. Topics include: financial statement preparation, accounting system installation, automated accounting work sheet preparation, automated accounting income tax return preparation, and job search planning.

ACC 2160 Advanced Spreadsheets

5.00 Credits

Prerequisite(s): ACC 1106

Provide the fundamental, intermediate and advanced Microsoft Excel competencies to provide user with the skills necessary to obtain the expert user certification. Topics include spreadsheet creation, financial statements, forecast, amortization schedules, workgroup editing and advanced features such as macros, using charts, importing and exporting data, HTML creation, formulas, Web queries, built-in function, templates, and trends and relationships.

ACC 2167 Accounting Internship I

6.00 Credits

Prerequisite(s): All non-elective courses required for program completion

Introduces the application and reinforcement of accounting and employability principles in an actual job setting. Acquaints the student with realistic work situations and provides insights into accounting applications on the job. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and development of productivity. The half-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, and weekly documentation or seminars and/or other projects as required by the instructor.

ACC 2168 Accounting Internship II

12.00 Credits

Prerequisite(s): All non-elective courses required for program completion

Provides in-depth application and reinforcement of accounting and employability principles in an actual job setting. Allows the student to become involved in intensive on-the-job accounting applications that require full-time concentration, practice, and follow through. Topics include: appropriate work habits, acceptable job performance, application of accounting knowledge and skills, interpersonal relations, and progressive productivity. The full-time accounting internship is implemented through the use of written individualized training plans, written performance evaluation, weekly documentation or seminars and/or other projects as required by the instructor.

ACC 2207 Principles of Fraud Examination

5.00 Credits

Prerequisite(s): Program admission

Students will learn the basic principles and theories of occupational fraud. The concepts taught will include how opportunity, pressure, and rationalization link together to create the necessary elements present when fraudulent acts are committed and how fraudulent behavior can be prevented and/or detected. There will be videos and short case studies, produced by the Association of Certified Fraud Examiners (ACFE) will be utilized in the course. Topics covered include: fraud warning signals, identifying ways that firms can implement preventative measures, understanding schemes, identifying ways that firms can detect fraudulent activities.

ACT 100 Refrigeration Fundamentals

4.00 Credits

Prerequisite(s): Provisional Admit

Introduces basic concepts and theories of refrigeration. Topics include: the laws of thermodynamics, pressure and temperature relationships, heat transfer, the refrigeration cycle, and safety.

ACT 101 Principles and Practices of Refrigeration

7.00 Credits

Prerequisite(s): ACT 100

Introduces the use of refrigeration tools, materials, and procedures needed to install, repair, and service refrigeration systems. Topics include: refrigeration tools, piping practices, service valves, leak testing, refrigerants, evacuation, charging, and safety.

ACT 102 Refrigeration System Components

7.00 Credits

Prerequisite/Corequisite(s): ACT 100, ACT 101

Provides the student with the skills and knowledge to install, test, and service major components of a refrigeration system. Topics include: compressors, condensers, evaporators, metering devices, service procedures, refrigeration systems, and safety.

ACT 103 Electrical Fundamentals

7.00 Credits

Prerequisite(s): Provisional Admit

Introduces fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

ACT 104 Electric Motors

4.00 Credits

Co/Prerequisite: ACT 103

Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

ACT 105 Electrical Components

5.00 Credits

Co/Prerequisite(s): ACT 103

Provides instruction in identifying, installing, and testing commonly used electrical components in an air conditioning system. Topics include: pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

ACT 106 Electrical Control System & Installation

4.00 Credits

Co/Prerequisite(s): ACT 105

Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures, solid state controls, system wiring, control circuits, and safety.

ACT 107 Air Conditioning Principles

8.00 Credits

Co/Prerequisite(s): ACT 102

Introduces fundamental theory and techniques needed to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instrumentation. Topics include: types of AC systems, heat-load calculation, properties of air, psychometrics, duct design, air filtration, and safety principles.

ACT 108 AC Systems and Installation

3.00 Credits

Co/Prerequisite(s): ACT 102, ACT 106

Provides instruction on the installation and service of residential air conditioning systems. Topics include: installation procedures, service, split-systems, add-on systems, packaged systems, and safety.

ACT 109 Troubleshooting AC Systems

7.00 Credits

Co/Prerequisite(s): ACT 108

Provides instruction on troubleshooting and repair of major components of a residential air conditioning system. Topics include: troubleshooting techniques, electrical controls, air flow, refrigeration cycle, and safety.

ACT 110 Gas Heating Systems

5.00 Credits

Co/Prerequisite(s): ACT 102, ACT 106, MAT 1012

Introduces principles of combustion and service requirements for gas heating systems. Topics include: service procedure, electrical controls, piping, gas valves, venting, code requirements, principles of combustion, and safety.

ACT 111 Heat Pumps and Related Systems

6.00 Credits

Co/Prerequisite(s): ACT 102, ACT 106

Provides instruction on installation and servicing of electric heating systems, heat pumps, and related systems. Topics include: installation procedures, servicing procedures, troubleshooting, valves, electrical components, safety, geothermal ground source energy supplies, and dual fuels.

AGT 102 Agricultural Mechanics Setup & Delivery Fundamentals

3.00 Credits

Prerequisite(s): None

Provides instruction on the proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Safety and proper operation of pullers and presses will be demonstrated and practiced. Also included will be setup of equipment using specifications provided by the manufacturer so that it is field ready. Proper use of shop tools and shop equipment is emphasized including proper torquing of attaching

AGT 104 Agricultural Mechanics Power Trains

4.00 Credits

Prerequisite(s): None

Provides instruction on the theory of power transmission from engine to traction wheels. Includes function and operation of gears, chains, clutches, planetary gears, drivelines, differentials, and transmissions. Complete disassembly, inspection, and reassembly of clutches, 2-speed planetaries, differentials, final drives, mechanical front-wheel drive, power take-offs, and transmissions. Syncro-range, quad-range, power-quad, and power shift transmission diagnosis, repair and adjustments will be covered.

AGT 105 Agricultural Mechanics Basic Diesel Engines

4.00 Credits

Prerequisite(s): None

Course deals with basic physical principles, operation, and construction of two- and four-stroke cycle engines. It includes ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of combustion engine cooling systems, components, and coolants.

AGT 106 Agricultural Mechanics Service Parts Orientation

2.00 Credits

Prerequisite(s): None

This course provides an introduction to manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and service department policy procedures are explained. Orientation of tractor and combine evolution and options.

AGT 107 Agricultural Technology Air-Conditioning

3.00 Credits

Prerequisite(s): None

The theory of operation, component function, and diagnosis of both manual and automatic temperature control systems will be studied.

AGT 108 Ag Tech Basic Hydraulics

3.00 Credits

Prerequisite(s): None

Hydraulic theory emphasizing pressure and flow relationship, comparison between open-center and closed-center hydraulics systems, and discussion and tear-down of hydraulic components such as variable and fixed displacement pumps, motors, control valves, relief valves, flow control valves, cylinders, filters, reservoirs, lines, and fittings. Simple pressure and flow test and the study of JIC schematics will prepare the student for advanced hydraulics.

AGT 109 Agricultural Tech Electrical

4.00 Credits

Prerequisite(s): None

This course includes procedures and use of digital multimeters in electrical circuits. Techniques of circuits diagnosis using electrical schematics and the function, operation, and testing of semiconductors and transistors will be covered. Tractor circuits including lighting, accessory, safety, instrumentation, and gauges will be studied by students. Also the principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems will be demonstrated and practiced.

AGT 111 Agricultural Harvesting Equipment

4.00 Credits

Prerequisite(s): None

This course covers the theory design, principles of operation and adjustment, troubleshooting, and repair of harvesting equipment including combines, hay and forage equipment. Heavy emphasis will be placed on theory of operation and troubleshooting of harvesting equipment hydraulics and monitor equipment.

AGT 112 Agricultural Engine Overhaul

4.00 Credits

Prerequisite(s): None

Teams of two to three students will fully disassemble, check components to specifications and properly reassemble an engine per technical manual procedures. Each team will identify their engine's unique design features and share them with other teams. Use of torque wrenches, feeler gauges, micrometers, dial indicators, plastic gauges, and other tools will be emphasized.

AGT 113 Hydraulic Test and Diagnosis

4.00 Credits

Prerequisite(s): None

Using technical manuals and JIC schematics, students will be able to identify, explain operation and test each individual hydraulic circuit on a tractor. Test results will lead to proper diagnosis, repair, and retesting of the hydraulic circuit to insure correct diagnosis and system operation. Use of special tools including pressure gauges, flow meters, and temperatures sensors will be used to perform test.

AGT 115 Agricultural Technology Power Train Repair

4.00 Credits

Prerequisite(s): None

This course provides an in-depth study of power trains with diagnosis and repair of problems encountered in everyday use. Students will use manuals and specifications in determining time, parts, and total cost in the repair of projects. Specialty tools will be introduced and their use, care, and importance stressed.

AGT 118 Agricultural Technology Consumer Products

2.00 Credits

Prerequisite(s): None

This course covers lawn and garden tractors, equipment, and attachments. Operation, diagnosis, repair, and adjustments of the complete tractor and its systems will be explained and practiced. Set-up and adjustment of tractors, equipment, and attachments will be made on actual units.

AGT 201, 202 and 203 Dealer Internship

12.00 Credits each

Prerequisite(s): None

Cooperative work experience.

AHS 102 Drug Calculation & Administration

3.00 Credits

Prerequisite(s): MAT 1012

Utilizes basic mathematical concepts and includes basic drug administration. Topics include: resource materials, systems of measurement, abbreviations, drug calculations, and administration of medications in a simulated clinical environment.

AHS 103 Nutrition and Diet Therapy

2.00 Credits

Prerequisite(s): None

A study of the nutritional needs of the individual. Topics include: basic nutrients, food sources, the role nutrition plays in the maintenance of health for the individual through life span, and the use of diet to treat certain pathological conditions.

AHS 104 Introduction to Health Care

3.00 Credits

Prerequisite(s): Provisional Admissions

Introduces a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include: basic life support/CPR, basic emergency care/first aid and triage, infection control, and blood/airborne pathogens.

AHS 109 Medical Terminology for AHS

3.00 Credits

Prerequisite(s): None

Introduces the elements of medical terminology. Emphasis is placed on building familiarity with medical terms through knowledge of roots, prefixes, and suffixes. Topics include: origins, word building, abbreviations and symbols, terminology specific to the student's field of study.

AHS 158 Laboratory Screening & Monitoring

4.00 Credits

Prerequisite(s): PHL 103

Introduces students to specific patient care techniques and to point of care testing. Topics include: Lab Equipment Function and Troubleshooting, Quality Assurance and Control.

AHS 1011 Anatomy and Physiology

5.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): AHS 109 or BUS 2300*

Focuses on basic normal structure and function of the human body. Topics include: an overview of each body system, how systems coordinate activities to maintain a balanced state, recognizing deviations from the normal. Medical terminology, including basic word structure and terms related to body structure and function, is taught as an integral part of the course.

AHS 1015 Basic Inorganic Chemistry

4.00 Credits

Prerequisite(s): MAT 1012

Introduces chemical concept principles, laws, and techniques applicable to the medical laboratory. Topics include: laboratory safety, fundamental principles of chemistry, weight and measures, solutions, and basic laws of chemistry.

AHS 1126 Health Science Physics

5.00 Credits

Prerequisite(s): Program admission level math achievement

This course introduces the student to the basic laws of physics, with specific applications for health science students. Topics include: Basic Newtonian mechanics, static and dynamic fluid concepts, heat and temperature, medical imaging techniques that utilize electromagnetic radiation and sound, basic principles of waves, light, and sound, basic principles of electricity and magnetism, and electrical safety.

AHS 1127 Health Science Chemistry

5.00 Credits

Prerequisite(s): Program admission level math achievement

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement and units, atomic structure, chemical bonding, physical states of matter, nomenclature, stoichiometry, organic and biochemistry.

AMF 152 Manufacturing Organizational Principles

2.00 Credits

Prerequisite(s): None

This course provides learners with an overview of the functional and structural composition of organizations. Topics include supply and demand, product flow, types of manufacturing process, plant safety, structure of manufacturing organizations, manufacturing business principles, employee impact on the bottom line, and workplace ethics.

AMF 154 Manufacturing Workforce Skills

3.00 credits

Prerequisite(s): None

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment. Topics include listening, communication, team skills, personal wellness, problem solving, managing change and creating a positive image.

AMF 156 Manufacturing Production Requirements

2.00 credits

Prerequisite(s): None

This course provides learners with the knowledge and skills associated with quality and productivity in the manufacturing environment. Topics include world class manufacturing, statistical process control, and problem solving.

AMF 158 Automated Manufacturing Skills

3.00 credits

Prerequisite(s): None

This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines. It provides theory on basic mechanical fundamentals, the use of hand and power tools, and basic equipment systems found in the manufacturing facilities.

AMF 160 Representative Manufacturing Skills

5.00 credits

Prerequisite(s): None

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements. Topics include precision measurements for manufacturing, blueprint reading, simulations, and comprehensive assessment.

APB 201 Internship

15.00 credits

Prerequisite(s): Advisor's approval

This is a curriculum specific internship targeting the field that the student plans to enter upon graduation. The internship is created to give the student the real world experience necessary to become a valuable member of the field they have selected as their future occupation.

ART 1101 Art Appreciation

5.00 Credits

Prerequisite(s): ENG 1101

Explores the analysis of well-known works of visual arts, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the recreative critical process, the themes of art, the formal elements of design, and the placing of art in the historical context, writing analysis, practice, revision, and research about a work of visual arts.

AUT 120 Intro to Automotive Technology

3.00 Credits

Prerequisite(s): Provisional admission

Introduces basic concepts and practices necessary for safe and effective automotive shop operation. Topics include: safety regulations and procedures; legal/ethical responsibilities; shop organization, management, and work flow systems; measurement concepts, instruments, and techniques; machining operations and procedures; and hand tool use.

AUT 122 Electrical and Electronic Systems

6.00 Credits

Co/Prerequisite(s): AUT 120

Introduces automotive electricity. Topics include: basic circuit constructions; use of electrical measuring devices; function and operation of automotive electrical components; use of service publications; electrical diagnosis and repair; electronic controls systems, components and testing procedures; internal function of the microprocessor controller; and sensing and controlling devices.

AUT 124 Battery Starting and Charging

4.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122

Emphasizes the basic principles, diagnosis, and service/repair of batteries, starting systems, starting systems components, alternators, and regulators. Topics include: battery diagnosis and service; current and voltage tests; inspection, diagnostic testing, and replacement of starting system components; inspection, diagnostic testing and repair or replacement of regulator and alternator components and systems.

AUT 126 Engines Principles of Operation and Repair

6.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122, AUT 124, AUT 142

Introduces automotive engine theory and repair, placing emphasis on inspection, testing, and diagnostic techniques. Topics include general diagnosis of engines; inspection, diagnosis, and repair of cylinder heads, valve trains, engine blocks, lubrication, and cooling systems.

AUT 128 Fuel Ignition and Emission Systems

7.00 Credits

Co/Prerequisite(s): AUT 124, AUT 122

Introduces fuel, ignition, and exhaust systems theory, diagnosis, repair and service for vehicles with carburetion and fuel injection systems. Topics include: engine operation and air pressure; chemistry and combustion; airflow requirements; air-fuel ratios; ignition and emission systems theory, concept and controls; repair and replacement of components, and total system performance analysis.

AUT 130 Automotive Brake Systems

4.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122

Introduces brake system theory and its application to automotive systems. Topics include: basic fundamentals; hydraulic control devices; system service; power brakes; brake problems and diagnosis; brake service philosophy; and legal and health issues.

AUT 132 Suspension and Steering

4.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122, AUT 130, AUT 214

Introduces students to principles of steering, suspension, wheel alignment, electronic steering, and electronic active suspension. Topics include: steering systems diagnosis and repair; wheel alignment diagnosis and adjustment; wheel/tire service; and diagnosis of electrical and electronic control steering and suspension systems.

AUT 134 Drivelines

4.00 Credits

Co/Prerequisite(s): AUT 122, AUT 218

Introduces basics of rear-wheel drive, front-wheel drive, and four-wheel drive driveline related operation, diagnosis, service and related electronic controls. Topics include: drive train operation and diagnosis; front-wheel drive; rear-wheel drive; 4x4 operation, modes, and diagnosis; and limited slip differentials.

AUT 138 Manual Transmission/Transaxle

4.00 Credits

Co/Prerequisite(s): AUT 122, AUT 134, AUT 218

Introduces basics of front and rear-wheel drive. Clutch operation, diagnosis and service are included. Electronic controls related to transmission/transaxle operation are discussed. Topics include: fundamentals of manual transmission/transaxle operation; diagnostic techniques; and clutch system operation, diagnosis and repair.

AUT 140 Electronic Engine Control Systems

7.00 Credits

Co/Prerequisite(s): AUT 122, AUT 124, AUT 128

Introduces concept of electronic engine control. Topics include: On-Board Diagnostics (OBD) to include requirements and monitoring technology, diagnostic trouble code definitions, essentials of drive ability diagnosis, and data interpretation using a scanner.

AUT 142 Climate Control Systems

6.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122

Introduces the theory and operation of automotive heating and air conditioning systems. Students attain proficiency in inspection, testing, service, and repair of heating and air conditioning systems and related components. Topics include: Basic principles of refrigeration/heating/air management and controls; climate control operation; and climate control diagnosis and service.

AUT 144 Introduction to Automatic Transmissions

4.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122, AUT 134

Introduces students to basic transmission/transaxle theory, inspection, and service procedures. Focuses on minor in-car adjustments, replacements, and repair. Topics include: automatic transmission hydraulic/mechanical theory, automatic transmission service, and exterior adjustments.

AUT 210 Automatic Transmission Repair

7.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122, AUT 134, AUT 144

Introduces automatic transmission hydraulic/mechanical operations, transmission repair, and automatic transmission hydraulic/mechanical diagnosis. Topics include: automatic transmission hydraulic/mechanical operation, diagnosis of automatic transmission mechanical and hydraulic related problems, and automatic transmission proper repair procedures.

AUT 212 Advanced Electronic Transmission Diagnosis

4.00 Credits

Co/Prerequisite(s): AUT 144, AUT 210

Introduces automatic transmission hydraulic/mechanical and electronic diagnosis and repair. Topics include: electrically controlled automatic transmission, automatic transmission electrical and electronic problem diagnosis repair.

AUT 214 Advanced Electronic Controlled Brake Systems

4.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122, AUT 130

Introduces Anti-lock Brake System (ABS) to include ABS components and ABS operation, testing, and diagnosis. Topics include: general Brake and anti-lock Brake system locations, components, and operation.

AUT 216 Advanced Electronic Controlled Suspension and Steering

4.00 Credits

Co/Prerequisite(s): AUT 120, AUT 122, AUT 130, AUT 132, AUT 214

Introduces principles of electronic suspension, electronic steering, and electronic active suspension. Topics include: electronic steering systems diagnosis and adjustment/repair, and diagnosis of electrical and electronic controlled steering and suspension systems.

AUT 218 Advanced Electronic Engine Control Systems

4.00 Credits

Co/Prerequisite(s): AUT 128 AUT 140

Introduces On-Board Diagnosis II (OBD II), California Air Research Board (CARB) requirements and monitoring technology, diagnostic trouble code definitions, and essentials of advanced drivability diagnosis and data interpretation using a scanner. Topics include: advanced electronic engine controls, OBD II requirements, OBD II operation and diagnosis/testing, CARB requirements, and test equipment.

AUT 220 Automotive Internship

6.00 Credits

Prerequisite(s): All Coursework

Provides students work experience in the occupational environment. Topics include: application of automotive technology knowledge and skills, appropriate employability skills, problem solving, adaptability to job setting, progressive productivity, and acceptable job performance.

BIO 2113 Anatomy and Physiology I

5.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): ENG 1101*

Introduces the anatomy and physiology of the human body. Emphasis is placed on the development of a systemic perspective of anatomical structures and physiological processes. Topics include: body organization; cell structure and functions; tissue classifications; the integumentary system; the skeletal system; the endocrine system; the muscular system; the nervous and sensory systems. Laboratory experience supports classroom learning.

BIO 2114 Anatomy and Physiology II

5.00 Credits

Prerequisite(s): BIO 2113

Continues the study of the anatomy and physiology of the human body. Topics include: the endocrine system; cardiovascular system; blood and lymphatic systems; immune system; respiratory system; digestive system; urinary system; and reproductive system. Laboratory experience supports classroom learning.

BIO 2117 Introductory Microbiology

5.00 Credits

Prerequisite(s): BIO 2113

Provides students with a foundation in basic microbiology with emphasis on infectious diseases. Topics include: microbial diversity, microbial cell biology, microbial genetics, interactions and impact of microorganisms and humans, microorganisms and human disease and laboratory skills.

BMI 232 Medical Equipment Function and Operation I

4.00 Credits

*Prerequisite(s): Provisional admission**Corequisite(s): AHS 1011, AHS 109, BMI 233*

Introduces the study of electromechanical systems currently in use throughout the health care field. Provides an overview of typical biomedical instruments used in the field. Topics include: monitors, ECG machines, intensive care units, coronary care units, operating room equipment, and telemetry systems.

BMI 233 Internship for Medical Systems I

5.00 Credits

*Prerequisite(s): Provisional admission**Corequisite(s): BMI 232*

Introduces the student to an on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisor and the faculty advisor. Internist performance

is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating cost, and professional development.

BMI 242 Medical Equipment Function and Operation II

5.00 Credits

Prerequisite(s): BMI 232

This is an ABET engineering level course which continues the study of electromechanical systems currently in use throughout the health care field. Topics include: life support equipment, respiratory instrumentation, measuring brain parameters, medical ultrasound, electrosurgery units, and hemodialysis machines.

BMI 243 Internship for Medical Systems II

5.00 Credits

Prerequisite(s): BMI 233

This is an ABET engineering level course which continues student on-site learning experience at an operating biomedical equipment section of a health care facility. Supervision of the intern is shared by the working environment supervisory and the faculty advisor. Internist performance is evaluated at weekly seminars. Topics include: problem solving, use of proper interpersonal skills, interpreting, work authorizations, identifying logistical support requirements, servicing biomedical instruments, evaluating operating costs, and professional development.

BUS 1100 Introduction to Keyboarding

3.00 Credits

Provisional Admission

This course introduces the touch system of keyboarding placing emphasis on correct techniques. Topics include: computer hardware, computer software, file management, learning the alphabetic keyboard, the numeric keyboard, keyboard and keypad, building speed and accuracy, and proofreading. Students attain a minimum of 25 GWAM (gross words a minute) on 3-minute timings with no more than 3 errors.

BUS 1120 Business Document Proofreading and Editing

3.00 Credits

Prerequisite(s): BUS 1130, ENG 1010 or ENG 1101

Emphasizes proper proofreading and editing as applied to business documents. Topics include: applying proofreading techniques and proofreader's marks with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

BUS 1130 Document Processing

6.00 Credits

*Prerequisite(s): Ability to key at least 25 wpm or BUS 1100**Corequisite(s): SCT 100*

Reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: Reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

BUS 1140 Word Processing

5.00 Credits

Prerequisite(s): SCT 100

Emphasizes an intensive use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

BUS 1150 Database Applications

3.00 Credits

Prerequisite(s): SCT 100

Emphasizes use of database management software packages to access, manipulate, and create file data. Topics include: database concepts, structuring databases, entering data, organizing data, and managing databases.

BUS 1160 Desktop Publishing

3.00 Credits

Prerequisite(s): SCT 100

Emphasizes intensive use of desktop publishing (DTP) software to create publications such as letterheads, resumes, fliers, posters, brochures, reports, newsletters, and business cards. Topics include: DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.

BUS 1170 Electronic Communications Applications

5.00 Credits

Prerequisite(s): SCT 100

Provides an overview of electronic communications as used in an office setting. Topics include: email fundamentals and management, using the Internet, system user security, and wireless/mobile computing, and emerging technologies.

BUS 1200 Machine Transcription

3.00 Credits

Prerequisite(s): BUS 1130, SCT 100, ENG 1010 (Diploma) or ENG 1101 (Degree)

Emphasizes transcribing mailable documents from dictation using word processing software. Topics include: equipment and supplies maintenance and usage, work area management, transcription techniques, productivity and accuracy, proofreading, and language arts skills.

BUS 1240 Office Procedures

5.00 Credits

*Prerequisite(s): SCT 100**Corequisite(s): BUS 1130*

Emphasizes essential skills required for the business office. Topics include: office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

BUS 2110 Advanced Word Processing

5.00 Credits

Prerequisite(s): BUS 1140

Course provides instruction in advanced word processing. Topics include: advanced features of formatting and organizing content, advanced features of collaborating on documents and customizing word processing software.

BUS 2120 Spreadsheet Applications

3.00 Credits

Prerequisite(s): SCT 100

Provides instruction in the use of electronic spreadsheet software in business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content, and managing workbooks.

BUS 2130 Advanced Spreadsheet Applications

5.00 Credits

Prerequisite(s): BUS 2120 or ACC 1106

Provides a student of the advanced features of creating and modifying electronic spreadsheets. Topics include integration with other applications, using templates, printing workbooks, working with named ranges, working with toolbars, using macros, auditing a worksheet, formatting data, using analysis tools, and collaborating with workgroups.

BUS 2150 Presentation Applications

3.00 Credits

Prerequisite(s): SCT 100

This course provides a study of creating, modifying, and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output, and delivering a presentation.

BUS 2200 Office Accounting

6.00 Credits

Prerequisite(s): Program Admission

Introduces fundamental concepts of accounting. Topics include: accounting equation, debits, credits, journalizing, posting and proving ledger, accounts receivable, accounts payable, cash control, and payroll.

BUS 2210 Applied Office Procedures

5.00 Credits

*Prerequisite(s): BUS 1130, BUS 1240, BUS 1140, BUS 2120**Corequisite(s): BUS 2200 or ACC 1101, BUS 1120, BUS 1170*

This course focuses on applying knowledge and skills learned in all prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

BUS 2240 Business Administrative Assistant Internship I

6.00 Credits

Prerequisite(s): Successful completion of all required coursework

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

BUS 2300 Medical Terminology

3.00 Credits

Prerequisite(s): Program Admission

Introduces the basic spelling and pronunciation of medical terms, and the use of these terms as they relate to anatomy, treatment, surgery, and drugs. Topics include: word analysis, word elements, spelling, pronunciation, and semantics.

BUS 2310 Anatomy and Terminology

5.00 Credits

Prerequisite(s): Program Admission

Introduces the structure and function of the human body including medical terminology. Topics covered include information which will provide the medical office assistant with the knowledge needed to communicate with office staff, physicians, and patients and to assist in completion of medical reports generated in the medical office. Topics include: body structure, body functions, and medical terminology.

BUS 2320 Medical Document Processing/Transcription

5.00 Credits

Prerequisite(s): BUS 2300 or AHS 109, BUS 1130, ENG 1010 or ENG 1101, AHS 1011 or BUS 2310

Provides experience in medical machine transcription working with the most frequently used medical reports. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, and pronunciation.

BUS 2330 Advanced Medical Document Processing/Transcription

5.00 Credits

Prerequisite(s): BUS 2320

Continues the development of speed and accuracy in the transcription of medical reports with emphasis on a variety of medical specialization. Topics include: equipment and supplies maintenance and usage, work area management, spelling, definitions, punctuation, processing/transcription speed and accuracy, resource utilization, pronunciation, and medical transcription work ethics.

BUS 2340 Medical Administrative Procedures

5.00 Credits

Prerequisite(s): BUS 1130, BUS 2310 or AHS 1011, BUS 2300 or AHS 109, SCT 100

Emphasizes essential skills required for the medical office. Introduces the knowledge and skills of procedures for billing purposes. Introduces the basic concept of medical administrative assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior.

Topics include: Introduction to medical administrative assisting, medical law, ethics and bioethics, patient relations/human relations, physician-patient-assistant relationship, medical office in litigation, medical records management, scheduling appointments, pegboard or computerized accounting, health insurance, transcription of medical documents, and billing/collection.

BUS 2370 Medical Office Billing/Coding/Insurance

5.00 Credits

Prerequisite(s): BUS 1130, AHS 1011 or BUS 2310, AHS 109 or BUS 2300

Emphasizes essential skills required for the typical medical office. Provides knowledge and skills to apply coding or procedures; medical coding skills; and applications of procedures and international coding standards for billing purposes of health care services. Provides the knowledge and skills to obtain reimbursement in the medical office as it relates to health insurance.

BUS 2380 Medical Administrative Assistant Internship I

6.00 Credits

Prerequisite(s): Successful completion of all required coursework

Provides student work experience in a professional environment. Topics include: application of classroom knowledge and skills, work environment functions, and listening/following directions. Students will be under the supervision of the Business Administrative Technology program faculty and/or persons designated to coordinate work experience arrangements.

CDL 101 Fundamentals of Commercial Truck Driving

5.00 Credits

Prerequisite(s): None

This course provides the student with the skills and knowledge necessary to acquire a CDL license in the state of Georgia. The course introduces the student to the trucking industry and focuses on federal and state regulations, records, and forms, industrial relations, and safe operating procedures.

CHM 1111 Chemistry I

5.00 Credits

*Prerequisite(s): Regular admission**Co-Requsite(s): MAT 1012 or MAT 1111*

Provides an introduction to basic chemical principles and concepts which explain the behavior of matter. Topics include: measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws; basic laboratory skills; and lab safety procedures.

CHM 1112 Chemistry II

5.00 Credits

Prerequisite(s): CHM 1111

Continues the exploration of basic chemical principles and concepts. Topics include: equilibrium theory, kinetics, thermodynamics, solution chemistry, acid-base theory, and nuclear

CIS 105 Program Design and Development

5.00 Credits

Prerequisite/Corequisite(s): CIS 106

Provides an emphasis on business problem identification and solution through systems of computer programs using such tools as structure charts, flowcharts, and pseudo code. Topics include: problem solving process, fundamentals of structured programming, program development building blocks, fundamentals of file and report structure, and business application structure.

CIS 106 Computer Concepts

5.00 Credits

Prerequisite(s): Program Admission

Provides an overview of computers and information processing. Topics include; computer history and terminology, data representation, data storage concepts, fundamentals of information processing, fundamentals of hardware operation, fundamentals of communications and networking, structured programming concepts, program development methodology, system development methodology, and computer number systems.

CIS 122 Microcomputer Installation & Maintenance

5.00 Credits

*Prerequisite(s): SCT 100**Corequisite: An operating system course*

Provides an introduction to the fundamentals of installing and maintaining microcomputers. Topics include: installing hardware and software, teardown and reassembly, troubleshooting, upgrading, and maintenance.

CIS 127 Comprehensive Word Processing and Presentation Graphics

6.00 Credits

Prerequisite(s): SCT 100

Provides a study of word processing and desktop publishing. Topics include: desktop publishing, advanced word processing concepts, development of macros, concepts presentation graphic fundamentals, and troubleshooting applications.

CIS 173 PC Operating Systems Concepts

6.00 Credits

Prerequisite/Corequisite: SCT 100

Provides a study of underlying command prompt functions in personal computer (PC) operating systems in terms of its functions and structure, for managing files and directories, and running programs. It also includes navigating through the operating system from command line prompts and procedures for accessing and

retrieving information. Provides a study of installing, configuring and upgrading PC operating systems. This includes a study of system boot sequences and minimum hardware requirements. Provides a study of diagnosing and troubleshooting common problems relating to PC Operating systems. This includes understanding normal operation and symptoms relating to common problems. Provides a study of network capabilities of PC operating systems and how to connect to networks on the client side, including what the Internet is about, its capabilities, basic concepts relating to Internet access and generic procedures for system setup. The scope of this topic is only what is needed on the client side to connect to a network.

CIS 252 Intro to JAVA Programming

7.00 Credits

Prerequisite(s): CIS 105

Course designed to teach the basic concepts and methods of object-oriented design and Java programming. Use practical problems to illustrate Java application building techniques and concepts. Develop an understanding of Java vocabulary. Create an understanding of where Java fits in the application development landscape. Create an understanding of the Java Development Kit and how to develop, debug, and run Java applications using the JDK and Notepad as an editor. Continue to develop student's programming logic skills. Topics include: JAVA Language History, JAVA Variable Definitions, JAVA Control Structures, JAVA Methods, JAVA Classes, JAVA Objects, and JAVA Graphics.

CIS 276 Advanced Routers and Switches

6.00 Credits

Prerequisite(s): CIS 2322

Provides advanced knowledge and applications of switches and routers. Topics include: LAN Switching, VLANs, LAN Design, IGRP, Access List, and Novell IPX.

CIS 277 WAN Design

6.00 Credits

Prerequisite(s): CIS 276

Provides advanced knowledge and applications of designing a wide area network. Topics include: Wide Area Networking, WAN Design, Point-to-Point Protocol, ISDN, and Frame Relay.

CIS 286 A+ Preparation

7.00 Credits

Prerequisite(s): CIS122

Provides the student with the fundamentals of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and their peripherals. To fundamentally prepare the student for the A+ certification examination. Topics include: A+ Core Module, A+ DOS/Windows Operating Systems, PC hardware and configuration, Peripherals, Preventive Maintenance, Customer Interaction, Virus protection, Safety and Electrostatic Discharge, and Networks.

CIS 1115 Information Security Fundamentals

5.00 Credits

Prerequisite(s): CIS 1140 and an Operating Systems Class

This course provides a broad overview of information security. It covers terminology, history, security systems development and implementation. Student will also cover the legal, ethical, and professional issues in information security. Topics include: define key terms in Information Security terminology, state the reasons for Information Security, identify the legal, ethical, and professional issues in Information Security, identify the steps in risk identification, assessment and control, state the justification of having a security policy and security procedures, state major components in the design of information security, and identify positions and credentials available to individuals entering the information security profession.

CIS 1116 Security Policies and Procedures

5.00 Credits

Prerequisite(s): CIS 1140 and an Operating Systems Class

This course provides knowledge and experience to develop and maintain security policies and procedures. Students will explore the legal and ethical issues in information security and the various security layers: physical security, personnel security, operating systems, network, software, communication and database security. Students will develop an Information Security Policy and an Acceptable Use Policy. Topics include discuss the ethical issues in information security, discuss the legal issues in information security, discuss the steps in determining security needs, identify the various layers of security needed in an organization, identify the components of a security plan, identify the steps to implement and maintain a security plan, develop an Information Security Policy, and develop an Acceptable Use Policy.

CIS 1120 Computer Forensics and Disaster Recovery

6.00 Credits

Prerequisite(s): CIS1116

This course serves as a capstone course for the information security specialist. The course will include implementing a plan to detect intruders, determine the damage caused, and discuss what precautions to use to avoid disasters.

CIS 1140 Networking Fundamentals

6.00 Credits

Prerequisite(s):SCT 100

Introduces networking technologies and prepares students to take the CompTIA's broad-based, vendor independent networking certification exam, Network+. Covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. Focuses on operating network management systems, and implementing the

installation of networks. It reviews cabling, connection schemes, the fundamentals of the LAN and WAN technologies, TCP/IP configuration and troubleshooting, remote connectivity, and network maintenance and troubleshooting.

CIS 2149 Implementing Microsoft Windows Professional

6.00 Credits

Prerequisite(s): CIS 1140 or CIS 2321 or Advisor Approval

Provides the ability to implement, administrator, and troubleshoot Windows Professional as a desktop operating system in any network environment.

CIS 2150 Implementing Microsoft Windows Server

6.00 Credits

Prerequisite(s): CIS 2149

Provides the ability to implement, administrator, and troubleshoot Windows 2000 Server as a member server of a domain in an Active Directory.

CIS 2153 Implementing Microsoft Windows Networking Infrastructure

6.00 Credits

Prerequisite(s): CIS 2150 or CIS 2152

Provides students with knowledge and skills necessary for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows server family of products.

CIS 2154 Implementing Microsoft Windows Networking Directory

6.00 Credits

Prerequisite(s): CIS 2153

Provides students with knowledge and skills necessary to install, configure, and administer the Microsoft Windows Active Directory™ service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

CIS 2201 HTML Fundamentals

3.00 Credits

Prerequisite(s): Provisional admission

HTML Fundamentals is designed to teach basic through intermediate concepts in Hypertext Markup Language (HTML) authoring, including forms, complex table design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate design, graphic elements, and client-side image maps. Students will design inter-linking pages that incorporate, in practical applications,

a wide range of HTML tags and attributes. Topics include introduction to HTML, creating HTML pages, incorporating graphical elements, create hyperlinks, create HTML tables, create HTML forms and image maps.

CIS 2221 Web Graphics and Multimedia

6.00 Credits

Prerequisite(s): Program admission

Web Graphics and Multimedia teaches the use of powerful tools for modeling scanned images and illustrations into creative artwork. In this course, students will learn techniques for quickly creating attractive textures for backgrounds, compositing images seamlessly, simulating surface reflections and shadows, and creating effects with type. Advanced tools will be used for selecting parts of images, moving, duplicating, and resizing images. Students will utilize painting tools to manipulate images, and will perform adjustments to contrast and color balance.

CIS 2228 Comprehensive Spreadsheets Techniques

6.00 Credits

Prerequisite(s): SCT 100

Provides a study of spreadsheets. Topics include: advanced spreadsheet concepts, development of macros, data integration concepts, and troubleshooting spreadsheets.

CIS 2229 Comprehensive Database Techniques

6.00 Credits

Prerequisite(s): SCT 100

Provides a study of databases. Topics include: advanced database management concepts, development of macros, data integration concepts, development of user interfaces, relational database concepts, troubleshooting databases.

CIS 2321 Introduction to LAN and WAN

6.00 Credits

Prerequisite(s): CIS 106

Provides students with classroom and laboratory experience in current and emerging network technology. Topics include safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building and environmental codes and regulations.

CIS 2322 Introduction to WANs and Routing

6.00 Credits

Prerequisite(s): CIS 2321

This course provides instruction on performing basic router configuration and troubleshooting.

CIS 2554 Introduction to Linux/UNIX

6.00 Credits

Prerequisite(s): CIS 106, SCT 100

This course introduces the Linux/UNIX operating system skills necessary to perform entry-level user functions. Topics include: History of Linux/UNIX, login and logout, the user environment, user password change, the file system, hierarchy tree, editors, file system commands as they relate to navigating the file system tree, Linux/UNIX manual help pages, using the Linux/UNIX graphical desktop, and command options. In addition, the student must be able to perform directory and file displaying, creation, deletion, redirection, copying, moving, linking files, wildcards, determining present working directory, and changing directory locations.

CLT 101 Intro-Clinical Lab Technology

5.00 Credits

Prerequisite(s): Program admission

Introduces students to the terms, concepts, procedures, and equipment used in a professional medical laboratory. Topics include: professional ethics and regulatory agencies; basic laboratory safety, equipment, and techniques; phlebotomy/specimen processing, infection control; quality control concepts, and application of the computer in medical laboratories.

CLT 103 Urinalysis/Body Fluids

3.00 Credits

Prerequisite(s)/Co-Requisite(s): BIO 2113, BIO 2114, CLT101, AHS 104

Provides theory and techniques required to conduct tests on urine and various body fluids. Theory and tests are related to disease states and diagnoses. Topics include: theory of urinalysis; physical, chemical, and microscopic urinalysis; urinalysis and disease state correlation; special urinalysis and related testing; body fluids tests; safety and quality control.

CLT 104 Hematology/Coagulation

8.00 Credits

Prerequisite(s)/Co-Requisite(s): BIO 2113, BIO 2114, CLT 101, MAT 1100 or MAT 1111

Introduces the fundamentals of formation, function, and degradation of blood cells. Topics include: reticuloendothelial system and blood cell formation, complete blood count and differential, correlation of test results to disease states, coagulation and fibrinolysis, instrumentation for hematology and coagulation, critical levels blood cell dyscrasias, safety, and quality control.

CLT 105 Serology/Immunology

3.00 Credits

Prerequisite(s)/ Co-Requisite(s): BIO 2113, BIO 2114, CLT 101, MAT 1100 or MAT 1111

Introduces the fundamental theory and techniques applicable to serology and immunology practice in the medical laboratory. Topics include: immune system, antigen and antibody reactions, immunological diseases, common serological techniques, safety and quality control.

CLT 106 Immunochemistry

7.00 Credits

Prerequisite(s): CLT 105

Provides an in-depth study of immunochemistry principles and practices as applicable to medical laboratory technology. Topics include: genetic theory and clinical implications, immunology, donor unit collection, pre-transfusion testing, management of disease states and transfusion reactions, safety and quality control.

CLT 107 Clinical Chemistry

7.00 Credits

Prerequisite(s)/ Co-Requisite(s): BIO 2113, BIO 2114, CHM 1111, CHM 1112, MAT 1100 or MAT 1111

Develops concepts and techniques of clinical chemistry applicable to medical laboratory technology. Topics include: carbohydrates, electrolytes and acid-base balance, nitrogenous compounds, enzymes and endocrinology, liver functions, lipids, toxicology and therapeutic drug monitoring, safety and quality control.

CLT 108 Microbiology

8.00 Credits

Prerequisite(s)/ Co-Requisite(s): BIO 2113, BIO 2114, CLT 101, MAT 1100 or MAT 1111

Introduces fundamental microbiology and parasitology theory and techniques applicable to disease state identification. Topics include: microbiology fundamentals, basic techniques, clinical bacteriology, antimicrobial sensitivity, safety and quality control parasitology, mycology, mycobacteriology, and virology.

CLT 109 Clinical Phlebotomy, Urinalysis, & Serology Practicum

4.00 Credits

Prerequisite(s)/ Co-Requisite(s): CLT 101, CLT 103, CLT 105

Provides student with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: basic and specialized urinalysis tests, serological tests and techniques, blood and specimen processing, correlation of test results to disease states, safety, and quality control. The clinical practicum is implemented through the use of written training plans, written performance evaluation and coordinated supervision.

CLT 110 Clinical Immunohematology Practicum

6.00 Credits

Prerequisite/Corequisite(s): CLT 106

Provides students with an opportunity for in-depth application and reinforcement of immunohematology principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: specimen processing, slide and tube immunological techniques, criteria for special techniques, component therapy practices, transfusion complications, management of disease states, records and reagent quality control, equipment and safety, and regulatory accrediting agency standards. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 111 Clinical Hematology/Coagulation Practicum

6.00 Credits

Prerequisite/Corequisite(s): CLT 104

Provides students with an opportunity for in-depth application and reinforcement of hematology/coagulation principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: complete blood counts and differentials; other related blood tests; coagulation and fibrinolysis tests; correlation of test results to disease states and critical levels; instrumentation; safety, and quality control. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 112 Clinical Microbiology Practicum

6.00 Credits

Prerequisite/Corequisite(s): CLT 108

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: specimen inoculations; stains; culture work-ups; bacterial identification; antimicrobial sensitivity testing; media preparation; safety, quality control and special areas such as mycology, mycobacteriology, virology, fluorescent antibody techniques, and parasitology. The clinical practicum is implemented through the use of written training plans, written performance evaluation and coordinated supervision.

CLT 113 Clinical Chemistry Practicum

6.00 Credits

Prerequisite/Corequisite(s): CLT 107

Provides students with an opportunity for in-depth application and reinforcement of chemistry principles and techniques in a medical laboratory job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application and requires concentration, practice, and follow through. Topics include: therapeutic drugs and toxicology; automated and manual chemistry; immunochemistry; special chemistry; safety, and quality control; correlation of test results to disease states and critical levels; and instrumentation. The clinical practicum is implemented through the use of written training plans, written performance evaluation, and coordinated supervision.

CLT 118 CLT Licensure Review I

1.00 Credits

*Prerequisite(s): CLT 101, CLT 103, CLT 104, CLT 105, CLT 106, CLT 107, CLT 108**Co-requisite(s): CLT 109, CLT 110, CLT 111, CLT 112, CLT 113*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include: Review of: professional ethics, regulatory agencies, safety, and fundamental techniques; Phlebotomy and specimen processing; Infection control; Quality control; Computers in the lab; Urinalysis/Body Fluids—theory, tests, correction; Hematology—RE system, blood count, differential, correlation of test results to disease, instrumentation, coagulation, fibrinolysis, critical levels and blood cell dyscrasias; Immunology/Serology—immune system, antigen-antibody reactions, diseases of immune system, serological techniques, genetic theory, and correlation of results to disease.

CLT 119 CLT Licensure Review II

1.00 Credits

*Prerequisite(s): CLT 101, CLT 103, CLT 104, CLT 105, CLT 106, CLT 107, CLT 108**Co-requisite(s): CLT 109, CLT 110, CLT 111, CLT 112, CLT 113*

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for the medical laboratory technician level. Topics include: Review of: Immunohematology—Donor unit collection and storage; Pretransfusion testing; transfusion reactions, and management of diseases; Clinical chemistry—Carbohydrates, Electrolytes, Acid-base balance, Nitrogenous compounds, Enzymes, Endocrinology, Liver functions, Lipids, Toxicology and drug monitoring; Microbiology—Fundamentals and basic techniques, identification of bacteria, anti-microbial sensitivity, disease correlation to organisms, parasitology, mycology, mycobacteriology, and virology.

CNA 100 Patient Care Fundamentals

8.00 Credits

Prerequisite(s): None

Introduction to Certified Nurse Assistant Fundamentals; the role and responsibilities of the CNA in a health care setting; Emphasis on basic health care techniques, legalities, ethics and safety. This course is the equivalent of GRN 110 Patient Care Fundamentals. Students will complete 24 hours of clinical practice in addition to the scheduled classes. Some clinical hours may be during the day or weekends. Upon successful completion of C.N.A. 100 and by meeting all state guidelines, participants' names are added to the State Registry for Patient Care Assistants.

COL 099 College Success

3.00 Institutional Credits

Prerequisite(s): None

To introduce the student to college survival techniques including personal empowerment, study skills, stress management, professional relationships, and the college process. Topics include: Personal Empowerment, Study Skills, Stress Management, Professional Relationships, and College Life.

COS 100 Intro to Cosmetology Theory

5.00 Credits

Prerequisite(s): ENG 1010

Introduces the fundamental theory and practices of the cosmetology profession. Emphasis will be placed on professional practices and safety. Topics include: state and local laws, rules, and regulations; professional image; bacteriology; decontamination and infection control; chemistry fundamentals; safety; Hazardous Duty Standards Act compliance; and anatomy and physiology, and types of employment.

COS 101 Introduction—Permanent Waving & Relaxing

4.00 Credits

Prerequisite(s): COS 100

Introduces the chemistry and chemical reaction of permanent wave solutions and relaxers. Topics include: permanent wave techniques, chemical relaxer techniques, chemistry, safety procedures, permanent wave and chemical relaxer application procedures on manikins, hair analysis, and scalp analysis.

COS 103 Basic Creative Treatment of Hair, Scalp, & Skin

3.00 Credits

Prerequisite/Corequisite(s): COS 100

Introduces the theory, procedures, and products used in the care and treatment of the skin, scalp, and hair. Topics include: basic corrective hair and scalp treatments, plain facial, products and supplies, diseases and disorders, and safety precautions.

COS 105 Intro to Shampooing & Styling

4.00 Credits

Prerequisite(s): COS 100

Introduces the fundamental theory and skills required to shampoo and create shapings, pin curls, finger waves, roller placement, and comb-outs. Laboratory training includes styling training to total 20 hours on manikin and 25 hours on live models without compensation. Topics include: braiding, intertwining hair, shampoo chemistry, shampoo procedures, styling principles, pin curls, roller placement, finger waves, comb-out techniques, skipwaves, ridgecurls, and safety precautions.

COS 106 Introduction to Haircutting

3.00 Credits

Prerequisite(s): COS 100

Introduces the theory and skills necessary to apply haircutting techniques. Safe use of haircutting implements will be stressed. Topics include: haircutting terminology, safety, decontamination and precautions, cutting implements, haircutting techniques, and client analysis.

COS 107 Advanced Haircutting

2.00 Credits

Prerequisite(s): COS 106

Continues the theory and application of haircutting techniques. Topics include: client consultation, head, hair, and body analysis, style cutting. Students will practice haircutting techniques and safety precautions in the laboratory setting.

COS 108 Permanent Waving and Relaxing

3.00 Credits

Prerequisite(s): COS 101

Provides instruction in the application of permanent waves and relaxers. Precautions and special problems involved in applying permanent waves and relaxers will be emphasized. Application of perms and relaxers on live models is included. Topics include: timed permanent wave, timed relaxer application, safety precautions, and Hazardous Duty Standards Act compliance.

COS 109 Hair Color

6.00 Credits

Prerequisite(s): COS 103, COS 105, COS 108

Presents the application of temporary, semi-permanent, deposit only, and permanent hair coloring and decolorization products. Topics include: basic color concepts, classifications of color, safety precautions, consultation, communication and record and release forms, product knowledge, special problems in hair color and corrective coloring, and special effects.

COS 110 Skin, Scalp and Hair

3.00 Credits

*Corequisite(s): COS 111**Prerequisite(s): COS 103, COS 109*

Provides instruction on and application of techniques and theory in the treatment of the skin, scalp, and hair. Emphasis will be placed on work with live models. Topics include: implements, products and supplies, corrective hair and scalp treatments, facial procedures and manipulations, and safety precautions, cosmetic chemistry/ products and supplies, and treatment theory: electrotherapy, electricity and light therapy.

COS 111 Styling

3.00 Credits

*Prerequisite(s): COS 105**Corequisite(s): COS 110*

Continues the theory and application of hairstyling and introduces thermal techniques. Topics include: blow dry styling, thermal curling, thermal pressing, thermal waving, advanced cutting and styling, safety precautions, and artificial hair and augmentation.

COS 112 Manicuring and Pedicuring

3.00 Credits

Prerequisite(s): COS 100

Provides manicuring and pedicuring experience on live models. Topics include: implements, products and supplies, hand and foot anatomy and physiology, diseases and disorders, manicure techniques, pedicure techniques, nail product chemistry, safety precautions and practices, proper maintenance and equipment cleaning, and advanced nail techniques (wraps/tips/acrylics).

COS 113 Cosmetology Practicum I

5.00 Credits

Prerequisite(s): COS 111, COS 112

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; foiling; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; and Hazardous Duty Standards Act compliance.

COS 114 Cosmetology Practicum II

8.00 Credits

Prerequisite(s): COS 113

Provides laboratory experiences necessary for the development of skill levels required to be a competent cosmetologist. The allocation of time to the various phases of cosmetology is prescribed by the Georgia State Board of Cosmetology. This course includes a portion of the hours required for licensure. Topics include: permanent waving and relaxers; hair color and bleaching; foiling; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure/advanced nail techniques; reception; safety precautions/decontamination; Hazardous Duty Standards Act compliance; advanced styling and shaping; industry concepts; and surviving in the salon (transition from class to employment).

COS 115 Cosmetology Practicum III

5.00 Credits

Prerequisite(s): COS 114

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and

bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/ pedicure; advance nail technique; reception; safety precaution decontamination ; and Hazardous Duty Standards Act compliance.

COS 116 Cosmetology Practicum IV

5.00 Credits

Prerequisite(s): COS 115

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The requirements for this course may be met in a laboratory setting. Topics include: permanent waving and relaxers; hair color and bleaching; skin, scalp, and hair treatments; haircutting; styling; dispensary; manicure/pedicure; advance nail techniques; reception; safety precautions; decontamination; Hazardous Duty Standards Act compliance, and state licensure preparation.

COS 117 Salon Management

4.00 Credits

Prerequisite(s): COS 112

Emphasizes the steps involved in opening and operating a privately owned cosmetology salon. Topics include: planning a salon/shop, business management, retailing, public relations, sales skills, career development and client retention.

COS 152 State Board Preparation

2.00 Credits

Corequisite: COS 115/116

Provides experience necessary for professional development and completion of requirements for state licensure. Emphasis will be placed on the display of professional conduct and positive attitudes. The appropriate number of applications for completion of state board service credit requirements for this course may be met in a laboratory setting or classroom. Topics include: permanent waving and relaxers; hair color and pre-lightening; skin, scalp, and hair treatments; haircutting; styling; manicure/pedicure/advanced nail techniques; safety precautions/ decontamination; Hazardous Duty Standards Act compliance; analysis of licensure preparation; and theory review.

CRJ 101 Introduction to Criminal Justice Technology

5.00 Credits

Prerequisite(s): Provisional admission

Examines the emergence, progress, and problems of the Criminal Justice system in the United States. Topics include: the American Criminal Justice system; constitutional limitations; organization of enforcement, adjudication, and corrections; and career opportunities and requirements.

CRJ 103 Corrections

5.00 Credits

Prerequisite(s): Provisional admission

Provides an overview of all phases of the American correctional system and practices, including its history, procedures, and objectives. Topics include: history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole, and pre-release programs; alternative sentencing; rehabilitation; community involvement; and staffing.

CRJ 104 Principles of Law Enforcement

5.00 Credits

Prerequisite(s): Provisional admission

Examines the principles of organization and administration and the duties of local and state law enforcement agencies with emphasis on police departments. Topics include: history and philosophy of law enforcement, evaluation of administrative practices, problems in American law enforcement agencies, emerging concepts, professionalism, and community crime prevention programs.

CRJ 105 Introduction to Criminal Procedure

5.00 Credits

Prerequisite(s): CRJ 101

Introduces the substantive law of major crimes against persons and property. Attention is given to observation of courtroom trials. Topics include: laws of arrest and search and seizure; procedures governing arrest, trial, and administration of criminal sanctions; rules of evidence; general court procedures; rights and duties of officers and citizens; and Supreme Court rulings that apply to Criminal Justice /overview of Constitutional Law.

CRJ 121—Introduction to Private Security

5.0 Credits

Prerequisite(s): Provisional admission

Provides an orientation to the development, philosophy, responsibility, and function of the Private Security Industry. A historical and philosophical perspective of Private Security will help students better understand the present stage of private security, its principles, its legal authority and its effect on society in general. Topics include: Private Security: An Overview; Basic Security Goals, and Responsibilities; When Prevention Fails: Security Systems at Work; Putting It All Together, and Challenges Facing the Security Profession in the 1990's and beyond.

CRJ 122 Retail Security and Shortage Protection

5.00 Credits

Prerequisite(s): CRJ 121

This is a course provides and orientation that focuses on security and shortage protection for small retail businesses with an emphasis placed on vulnerabilities, losses and practical retail business measures. Topics include: Retailing and Security, Legal Aspects of Retail Security, Protection at the Point of Sale, Internal losses and countermeasures, shoplifting and countermeasures, investigation of internal losses and shoplifting, store design and physical security and risk management.

CRJ 123 Computer Security/Corporate Fraud

5.00 Credits

Provides an orientation that contains a step-by-step approach to the investigation, seizure, and evaluation of computer evidence. Topics include: computer-related evidence, crime scene investigation, evidence evaluation and analysis, passwords and encryption, networks, and investigative computer systems. The second part of this course provides an orientation that focuses on corporate fraud as it relates to computerized accounting systems and its technology, the various types of corporate computer fraud and simple audit techniques that can assist in investigating and detecting fraud. Topics include: history and evolution of fraud, mindset: step one in fraud auditing, corporate fraud in the current environment, corporate fraud investigation in the electronic data processing era, defenses against corporate fraud, theft and embezzlement, and auditing for inventory shortage.

CRJ 140 Cultural Perspectives for Law Enforcement Officers

5.00 Credits

Designed to aid law enforcement officers to better understand and communicate with members of other cultures with whom they come in contact in the line of duty. Topics include: defining and applying terms related to intercultural attitudes, role-play activities related to intercultural understanding, developing interpersonal/intercultural communication competence, and development of personal intercultural growth plan.

CRJ 143 Probation and Patrol

5.00 Credits

This is will cover the history of both juvenile and adult probation and the history of parole. The probation and parole systems will be covered in general with a special emphasis on the Georgia systems and related laws. Rehabilitation theory and indeterminate punishments will be covered as well as the duties and tasks of probation and parole officers.

CRJ 150 Police Patrol Operations

5.00 Credits

Prerequisite/Co-requisite: Program Admission

This course presents the knowledge and skills associated with police patrol operations. Emphasis is placed on patrol techniques, crimes in progress, crisis intervention, domestic disputes, Georgia Crime Information Center procedures, electronics communications and police reports. Topics include: foundations, policing skills and communication skills.

CRJ 152 Police Administration

5.00 Credits

Prerequisite(s): Provisional admission

This course explores the managerial aspects of effective and efficient police administration. Emphasis is directed towards increasing organizational skills and overcoming interdepartmental and interagency non-communication. Topics include: environmental management, human resources, and organizational concerns.

CRJ 156 Police Traffic Control and Accident Investigation

5.00 Credits

Prerequisite(s)/Corequisites: Program Admission

This course examines enforcement of traffic laws and procedures for traffic accident investigation. Emphasis is placed on Georgia traffic laws, traffic law enforcement, recognition of impaired driving, and traffic accident investigation. Topics include: regulations, impaired driving, and traffic accident investigation.

CRJ 158—Fundamental Issues in Policing

5.00 Credits

Prerequisite(s): Provisional admission

This course examines the fundamental issues within the occupation of policing. Emphasis is placed on ethics and professionalism, civil liability, interpersonal communications, mental health, substance abuse, health and wellness, equipment preparation, vehicle pullovers, and emergency vehicle operations. Topics include: occupational standards, health related hazards, and daily preparedness.

CRJ 162—Methods of Criminal Investigation

5.00 Credits

Prerequisite(s): Provisional admission

Presents the fundamental principles of criminal investigation. Emphasis is placed on legal requirements stated in Georgia Criminal Law, definition of felony crimes stated in the Georgia Code and fundamentals of: investigative procedures, crime scene searches, identification and collection of evidence, note-taking and report writing, surveillance, identification of witnesses and suspects, interviews and inter-

rogation, and preparation and presentation of evidence in court. Topics include: Georgia Criminal Law, common investigative techniques, and procedures used for investigating various crimes.

CRJ 163 Investigation and Presentation of Evidence

3.00 Credits

Prerequisite(s): CRJ 162

This course presents students with practical exercises dealing with investigations and gathering of evidence. Emphasis is placed on crime scene search, fingerprinting, cast molding, and practical exercises. Topics include: crime scene management, specialized investigation techniques, and homicide and suicide investigation.

CRJ 165 Community-Oriented Policing

5.00 Credits

Prerequisite(s): CRJ 104

Presents the fundamentals for the community-oriented policing philosophy. Topics include: comparison of traditional and community policing philosophies; law enforcement and community relationships; importance of political and public support and involvement; attitudinal changes involving the roles of police management, supervisors and line personnel; organizational mental and physical restructuring; creation of partnerships with community organizations, businesses, private security, other governmental agencies, and special interest groups; and police problem-solving methodologies.

CRJ 168 Criminal Law

5.00 Credits

Prerequisite(s): Program admission

This course emphasizes the historical development of criminal law in the United States and the current status of Georgia Criminal Law. The main focus of the course will be the statutory contents of the Official Code of Georgia Annotated (O.C.G.A.), with primary emphasis on the criminal and traffic codes.

CRJ 172 Introductory Forensic Science

5.00 Credits

Prerequisite: Program Admission

The origin, history and role of forensic science in the investigative process. Philosophical, rational and practical framework that supports a case investigation will be outlined. The unifying principles of forensic science, the rooting of forensic science in pure sciences, and the unique ways in which a forensic scientist must think will also be discussed. The special areas of forensic science will be explored. The practical application of forensic science in law enforcement will be emphasized.

CRJ 175 Report Writing in Criminal Justice

5.00 Credits

Explains and demonstrates the effectiveness of the entire criminal investigation process by the quality of notes reports, and accurate documentation. An examination of what goes into the preparation, content, elements, mechanics, and format of documenting the criminal investigation process. Topics include: Field notes, initial information, observations, evidence, victims, witnesses, property, neighborhood canvass, crime scene, laboratory analysis and results, investigative follow-up, suspect statements, and the characteristics essential to quality report writing.

CRJ 180 Hospital Security

4.00 Credits

This course will provide an overview of the safety and security issues relating to the modern medical facility. Topics include: hospital environment, security operations, special operations and concerns, workplace violence, CPR/First Aid training, alcohol and drugs, infant abduction and basic firearms safety. Students will be introduced to OSHA regulations and blood borne pathogens training.

CRJ 202 Introduction to Constitutional Law

5.00 Credits

Prerequisite(s): CRJ 101

Emphasizes those provisions of the Bill of Rights which pertain to criminal justice. Topics include: characteristics and powers of the three branches of government, principles governing the operation of the Constitution, and Bill of Rights and the Constitutional Amendments.

CRJ 206 Criminology

5.00 Credits

Prerequisite(s): CRJ 104

Introduces the nature, extent, and factors related to criminal behavior, and the etiology of criminal offenses and offenders. Topics include: scope and varieties of crime; sociological, psychological, and biological causes of crime; criminal subculture and society's reaction; prevention of criminal behavior; behavior of criminals in penal and correctional institutions; and problems of rehabilitating the convicted criminal.

CRJ 207 Introduction to Juvenile Justice

5.00 Credits

Prerequisite(s): CRJ 101

Analyzes the nature, extent, and causes of juvenile delinquency, and examines processes in the field of juvenile justice. Topics include: survey of juvenile law, comparative analysis of adult and juvenile justice systems, and prevention and treatment of juvenile delinquency.

CRJ 209 Criminal Justice Technology Practicum/Internship

5.00 Credits

Prerequisite(s): Must be taken during the final quarter and can be taken simultaneously with other courses.

Provides experiences necessary for further professional development and exposure to related agencies in the law enforcement field. The student will either pursue a study project directed by the instructor within the institution, or an internship in a related agency supervised by the instructor subject to the availability of an approved site. Topics include: observation and/or participation in law enforcement activities, law enforcement theory applications, and independent study project.

CRJ 211 Homeland Security

5.0 Credits

Prerequisite(s): Provisional admission

This course examines the critical issues involved in information management concepts related to the six critical homeland security mission areas. Students will analyze threat and vulnerability information, risk assessment, and crisis management and will discuss functions, responsibilities and policy related to information systems and the importance of integration of these systems and sharing of information.

CRJ 212 Ethics in Criminal Justice

5.0 Credits

Prerequisite(s): Program admission

This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are encountered regularly by participants in the major components of the criminal justice system. Four areas of ethical decision making opportunities are therefore studied in this course, including: law enforcement ethics; correctional ethics; legal profession ethics; and policymaking ethics.

CRJ 290 Crime Scene Analysis Internship

2.0 Credits

Prerequisite(s): CRJ 172 Introduction to Forensic Science

This capstone course is supervised instruction both on and off-campus that incorporates all of the skills necessary to identify, classify, investigate, and process physical, chemical, and trace evidence consistent with a mock crime scene from the inception of the crime to the final analysis of the evidence. Topics include: Class and individual characteristics evidence, identification of fingerprint patterns, development of latent fingerprints, plaster casting, trace evidence, hair and fiber analysis, drug identification, biological evidence processing, firearms identification, toxicology, questioned documents, forensic pathology, computer forensics and computer evidence retrieval and processing, and expert witness techniques.

DDF 101 Introduction to Drafting

6.00 Credits

Prerequisite(s): None

Emphasizes the development of fundamental drafting techniques. Topics include: terminology, drafting equipment care and use, lettering, line relationships, and geometric construction.

DDF 102 Size and Shape Description I

5.00 Credits

Prerequisite/Corequisite: DDF 101

Provides multiview and dimensioning techniques necessary to develop views that completely describe machine parts for manufacture. Topics include: multiview drawing and sketching in pencil and/or ink, precision measurement, tolerances and fits, and basic dimensioning procedures and practices.

DDF 103 Size and Shape Description II

5.00 Credits

Prerequisite/Corequisite: DDF 102

Continues dimensioning skill development and introduces sectional views. Topics include: advanced dimensioning practices and development of section views in pencil and/or ink.

DDF 105 Auxiliary Views

3.00 Credits

Prerequisite/Corequisite: DDF 103

Introduces techniques necessary for auxiliary view drawings. Topics include: primary and secondary auxiliary views in pencil and/or ink.

DDF 106 Fasteners

6.00 Credits

Prerequisite/Corequisite: DDF 105

Provides knowledge and skills necessary to draw and specify fasteners. Topics include: types, representations, and specification of threads; drawing of fasteners; use of technical reference sources; and use of welding symbols.

DDF 107 CAD Fundamentals

6.00 Credits

Prerequisite/Corequisite: DDF 102

Introduces basic concepts, terminology, and techniques necessary for CAD applications. Topics include: terminology, CAD commands, basic entities, and basic drafting applications.

DDF 108 Intersections & Development

5.00 Credits

Prerequisite/Corequisite: DDF 103

Introduces the graphic description of objects represented by the intersection of geometric components. Topics include: surface development; establishment of true length; and intersections of lines, planes, prisms, pyramids, curved surfaces, and cylinders and cones.

DDF 109 Assembly Drawings I

5.00 Credits

Prerequisite/Corequisite: DDF 108

Provides knowledge and skills necessary to make working drawings. Topics include: technical reference source use, detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

DDF 111 Intermediate CAD

6.00 Credits

Prerequisite/Corequisite: DDF 107

Continues developing CAD utilization skills in discipline-specific applications. Topics include: intermediate CAD commands, entity management, advanced line construction, clock construction and management, command reference customization, advanced entity manipulation, and system variables.

DDF 112 3-D Drawing and Modeling

6.00 Credits

Prerequisite/Co-requisite: DDF 111

Continues developing CAD utilization skills in discipline-specific applications. Topics include: advanced CAD commands, CAD applications, macro utilization, application utilization, 3-D modeling, rendering, advanced application utilization, and pictorial drawings.

DDS 201 Strength of Materials

5.00 Credits

Prerequisite/Corequisite: : DDF 107, MAT 1015 OR MAT 1112

Continues the development of assembly drawing skills. Topics include: technical reference source use, in-depth detail drawings, orthographic assembly drawings, and pictorial assembly drawings executed using drafting board and/or CAD equipment.

DDS 203 Surveying I

3.00 Credits

Prerequisite/Co-requisite: DDF 107, MAT 1015 OR MAT 1112

Introduces fundamental plane surveying concepts, instruments and techniques. Topics include: linear measurement; angles, bearings, and directions; and use of instruments such as transits, theodolites, levels, and electronic distance meters.

DDS 205 Residential Architectural Drawing I

6.00 Credits

Prerequisite/Co-requisite: DDF 111 and DDF 112

Introduces architectural drawing skills necessary to produce a complete set of construction drawings given floor plan information. Topics include: floor, footing, and foundation plans; interior and exterior elevations; sections and details; window, door and finish schedules; site plans; and specifications.

DDS 207 Mechanical Systems for Architecture

3.00 Credits

Prerequisite/Corequisite: DDS 205

Reinforces technical knowledge and skills required to develop accurate mechanical and electrical plans. Topics include: heating, ventilation, and air conditioning calculations and plans; electrical calculations and plans; and plumbing calculations and plans.

DDS 208 Residential Architectural Drawing II

6.00 Credits

Prerequisite/Corequisite: DDS 205

Continues in-depth architectural drawing practice and develops architectural design skills. Plans are designed to meet applicable codes. Topics include: footing, foundation, and floor plans; interior and exterior elevations; sections and details; window, door and finish schedules; site plans; specifications; and mechanical and electrical systems.

DDS 210 Commercial Architectural Drawing I

6.00 Credits

Prerequisite/Corequisite: DDS 208, DDS 209 OR DDS 241

Introduces commercial drawing skills necessary to produce construction drawings given floor plan information in an actual job setting or practicum experience. Topics include: structural steel detailing, reflected ceiling plans, rear detailing, and all plans, specifications, sections and details, and schedules; use of proper interpersonal skills; and adaptability to the job setting.

DDS 241 Structural Steel Detailing O.B.I.

6.00 Credits

Co/Prerequisite(s): DDF 111, DDF 112

Develops knowledge and skills required for structural steel detailing and connections design utilized for commercial construction in an actual job placement or practicum experience. Topics include: office practices; steel shapes; beam reactions; framed connections; seated connections; columns, base plates, and splices; use of proper interpersonal skills; and adaptability to the job setting.

DDS 242 Commercial Architectural Drawing O.B.I.

6.00 Credits

Prerequisite/Corequisite: DDS 208, DDS 241

Introduces commercial drawing skills necessary to produce construction drawings for floor plan information in an actual job setting or practicum experience. Topics include: structural steel detailing; reflected ceiling plans; rebar detailing; commercial construction drawing; use of proper interpersonal skills; and adaptability to the job setting.

DIS 150 Directed Individual Study

1-12 Credit Hours: 3 to 36 Lab Hours

Prerequisite(s): None

Provides the instructor and student an opportunity to develop special learning environments. Instruction is delivered through occupational work experiences, practicum's, advanced projects, industry sponsored workshops, seminars, or specialized and/or innovative learning arrangements. Topics include: application of occupational/technical skills, adaptability to the work environment, and problem solving. Each course should be documented with a written agreement between the instructor and the student detailing expected requirements. This course is offered with variable credits ranging from one quarter hour minimum to 12 quarter hour credit maximum. Credit hours are to be computed on the basis of three hours per week for the duration of a quarter equaling one quarter hour credit. This course is available to be used as an elective for students.

DMM 154 Working in the Warehousing Environment

2.00 Credits

Prerequisite(s): None

This course includes the following objectives: Introduction to the CWDS Program, Introduction to Warehousing and Distribution Centers, Introduction to Business Principles, General Plant Safety, Learning for Success, Positive Work Ethic, and Managing Change.

DMM 156 Warehousing and Workforce Skills

2.00 Credits

Prerequisite(s): None

This course includes the following objectives: Communication Skills, Working Together, Personal Wellness, Problem Solving, Positive Image, and Job Interview Skills.

DMM 158 Warehousing and Distribution Process

4.00 Credits

Prerequisite(s): None

This course includes the following objectives: Warehousing and Distribution: Mission and Operations, Getting the Work Done: Key Warehousing Job Functions, Warehousing Productivity Measures, Computational Skills, and Tools for Excellence.

DMM 160 Warehousing Technology Skills

3.00 Credits

Prerequisite(s): None

This course includes the following objectives: Powered Industrial Trucks, Processing Hazardous Materials, Palletizing, Protecting Materials and Merchandise, Waste Recovery, and Containment.

DMM 162 Representative Warehousing Skills

4.00 Credits

Prerequisite(s): None

This course includes the following objectives: Warehouse Data Applications, Scanners and Data Entry, Handling Systems, Introduction to Computers and Automation, Methods of Inventory Management, Warehousing Simulation and Comprehensive Assessment.

ECE 1010 Introduction to Early Childhood Care and Education

5.00 Credits

Prerequisite(s): Provisional Admission

Introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. This course addresses key CDA competency goals and functional areas. Topics include: historical perspectives, career opportunities, work ethics, functioning in a team environment, guidance, transitional activities, program management, learning environment, cultural diversity, licensing and accreditation, and professional development file (portfolio).

ECE 1012 Curriculum Development

3.00 Credits

Prerequisite/Corequisite(s): ECE 1010, ECE 1030

Develops knowledge and skills that will enable the student to establish a learning environment appropriate for young children. Topics include: instructional media, learning environments, curriculum approaches, development of curriculum plans and materials, community resources, transitional activities, and approaches to teaching, learning, and assessing.

ECE 1013 Art for Children

3.00 Credits

Prerequisite(s): Provisional Admission

Introduces the concepts related to creativity in art. This course combines lecture and lab experiences to introduce the many media areas used by children to express themselves. Topics include: concepts of creativity; art media, methods, and materials for creative activities; planning and preparation of art experiences; appreciation of children's art processes and products; developmental stages in art; and art appreciation.

ECE 1014 Music and Movement

3.00 Credits

Prerequisite(s): Provisional Admission

Introduces the concepts related to creativity in music and movement. This course combines lecture and lab experiences to introduce media, methods, and materials used to foster musical activity and creative movement. Topics include: spontaneous and planned music and movement; media, methods and materials; coordination of movement and music; developmental stages of music; and music appreciation.

ECE 1021 Early Childhood Care and Education Practicum I

3.00 Credits

Prerequisite(s): Departmental approval

Provides the student with the opportunity to gain a supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. Practicum training topics include: good work habits, supervised planning, interaction with children, parents, and co-workers, application of guidance techniques, classroom management, and documentation of child's development.

ECE 1022 Early Childhood Care and Education Practicum II

3.00 Credits

Prerequisite(s): Departmental approval

Provides the student with the opportunity to gain additional supervised experience in an actual or simulated work setting allowing demonstration of techniques obtained from course work. The course will emphasize planning and implementation of activities and physical, social, emotional, and cognitive development of the child. Practicum training topics include: good work habits, application of guidance techniques, human relations, program planning, and classroom management.

ECE 1030 Human Growth and Development I

5.00 Credits

Prerequisite(s): Provisional Admission

Introduces the student to the physical, social, emotional, and cognitive development of the young child (0 through 5 years of age). Provides for competency development in observing, recording, and interpreting growth and development stages in the young child, advancing physical and intellectual competence, supporting social and emotional development, and providing positive guidance. Topics include: developmental characteristics, observation and recording theory and practice, guidance techniques, developmentally appropriate practice, and introduction to children with special needs.

ECE 1050 Health, Safety and Nutrition

5.00 Credits

Prerequisite(s): Provisional Admission

Introduces the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include: CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

ECE 2010 Exceptionalities

5.00 Credits

Prerequisite(s): ECE 1030

Provides for the development of knowledge and skills that will enable the student to understand individuals with special needs and appropriately guide their development. Special emphasis is placed on acquainting the student with programs and community resources that serve families with special needs persons. Topics include inclusion/least restrictive environment (LRE), physical disabilities and health disorders, intellectual exceptionalities, social/emotional disorders, and community resources.

ECE 2020 Social Issues and Family Involvement

5.00 Credits

Prerequisite(s): Program Admission

Enables the student to become familiar with the social issues that affect families of today and to develop a plan for coping with these issues as they occur in the occupational environment. Students are introduced to local programs and agencies that offer services to those in need. Topics include: professional responsibilities, family/social issues, community resources, parent education and support, teacher-parent communication, community partnerships, social diversity and anti-bias issues, transitioning the child, and school family activities.

ECE 2030 Human Growth and Development II

5.00 Credits

Prerequisite(s): Program Admission

Introduces the student to the physical, social, emotional, and intellectual development of the school age child (6 to 12 years of age). Provides learning experiences related to the principles of human growth and development, and theories of learning and behavior. Topics include: developmental characteristics, guidance techniques, developmentally appropriate practice, introduction to children with special needs, and observation skills.

ECE 2110 Methods and Materials

5.00 Credits

Prerequisite(s): ECE 1012

Develops skills to enable the student to work as a paraprofessional in a program for pre-kindergarten through elementary aged children. Topics include: instructional techniques, curriculum, materials for instruction, and learning environments.

ECE 2115 Language Arts and Literature

5.00 Credits

Prerequisite/Corequisite(s): ECE 1030

Develops knowledge and skills that will enable the student to plan and implement developmentally appropriate listening, speaking, writing, and reading activities for young children. Topics include: reading readiness, oral communication activities, writing readiness, listening comprehension, literature selection, story presentation, and stages of language acquisition.

ECE 2116 Math and Science

5.00 Credits

Prerequisite/Corequisite(s): ECE 1030

Presents the process of introducing science and math concepts to young children. Includes planning and implementation of appropriate activities and development of methods and techniques of delivery. Topics include: cognitive stages and developmental process in math and science, math and science activity planning, and development of math and science materials.

ECE 2120 Professional Practices

5.00 Credits

Prerequisite(s): Program Admission

Develops skills and knowledge of professional practices applicable to programs for pre-kindergarten and school-aged children. Topics include: professional qualifications and professionalism.

ECE 2170 Program Administration

5.00 Credits

Prerequisite(s): Program Admission

Provides training in planning, implementation, and maintenance of an effective early childhood program. Topics include: organization, mission, philosophy, goals and history of a program; types of programs; laws, rules, regulations accreditation and program evaluation; needs assessment; administrative roles and board of directors; marketing, public and community relations, grouping, enrollment and retention; working with parents; professionalism and work ethics; and time and stress management.

ECE 2210 Facility Management

5.00 Credits

Prerequisite(s): Program Admission

Provides training in early childhood facilities management. Topics include: space management, money management, and program, equipment and supplies management.

ECE 2220 Personnel Management

5.00 Credits

Prerequisite(s): Program Admission

Provides training in personnel management in early childhood settings. Topics include: staff records; communication; personnel planning; personnel policies; managing payroll, recruitment, selection, interviewing, hiring, motivating, firing, and staff retention; staff scheduling; staff development; providing guidance and supervision; conflict resolution; and staff evaluation.

ECE 2240 Early Childhood Care and Education Internship

12.00 Credits

Prerequisite(s): Departmental approval

Provides the student with the opportunity to gain experience in a simulated or actual work setting. Students will be placed in an approved setting(s) throughout the quarter where planning, implementing, observing, and evaluating activities are the focus of their involvement. An evaluation procedure will be used by the designee of the institution and the on-site supervisor to critique the student's performance. Topics include: problem solving, use of proper interpersonal skills, application of developmentally appropriate practice, professional development and resource file (portfolio) development.

ECO 2105 Principles of Macroeconomics

5.00 Credits

Prerequisite(s): Program admission

Provides a description and analysis of macroeconomic operations in contemporary society. Emphasis is placed on developing an understanding of macroeconomic concepts and policies. Topics include: basic economic principles, macroeconomic principles, macroeconomic theory, macroeconomic policy, money and banking, and United States economy in perspective.

ELG 101 Introduction to E-Learning

2.00 Credits

Prerequisite(s): Program Admission

This course is an overview of e-learning and explores the theory and practice of online teaching and learning. This course is primarily geared towards professionals wishing to conduct teaching and learning using Internet-based technologies with learners. Emphasis is placed on preparing the instructor for online teaching and learning

ELG 111 E-Learning Instructional Design

5.00 Credits

Co/Prerequisite(s): ELG 101

This course introduces instructional design principles and relates the principles to the development of online courses. Participants will discuss concepts, ideas and strategies that lead to the effective design of an online course.

ELG 115 E-Learning Design and Delivery Tools

6.00 Credits

Prerequisite(s): ELG 101, ELG 111

This course explores some of the technology tools used to build and deliver online courses. The main emphasis of this course will be to introduce students to issues concerning the use of technology and the many tools that are available. The economical, technological, and pedagogical pros and cons of each technology will be discussed. Participants will learn how to choose what technologies to integrate into their online course based on sound pedagogical decisions.

ELG 121 E-Learning Practicum

3.00 Credits

*Prerequisite(s): ELG 101, ELG 111**Co-requisite(s): ELG 115*

This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques utilized when developing an online course. This clinical practicum allows the student to develop an online course that incorporates a course content mapping process and the development of the following course materials: syllabus, course assignments, communication methods, and course assessments.

ELT 106 Electrical Prints, Schematics & Symbols

4.00 Credits

Prerequisite(s): IFC 100, IFC 101

Introduces electrical symbols and their use in construction blueprints, electrical schematics, and diagrams. Topics include: electrical symbols, component identification, and print reading.

ELT 107 Commercial Wiring I

5.00 Credits

Prerequisite(s): ELT 106, ELT 121, IFC 100

Introduces commercial wiring practices and procedures. Topics include: National Electrical Code, commercial load calculations, and safety.

ELT 108 Commercial Wiring II

5.00 Credits

Corequisite(s): ELT 107

Presents the study of three phase power systems, fundamentals of AC motor controls, and the basic transformer connections. Topics include: three phase power systems, fundamentals of AC motor control, transformer connections (single phase and three phase step down).

ELT 109 Commercial Wiring III

5.00 Credits

Corequisite(s): ELT 107, ELT 108

Presents the theory and practical application of conduit installation, system design, and related safety requirements. Topics include: conduit installation (E.M.T., thin wall, and hand bent), system design concepts, and safety procedures.

ELT 111 Single Phase & Three Phase Motor

5.00 Credits

Prerequisite(s): ELT 119, IFC 100, IFC 101

Introduces the fundamental theories and applications of single phase and three phase motors. Topics include: motor theory/operating principles, motor terminology, motor identification, National Electrical Manufacturers Association (NEMA) standards, motor efficiencies, preventive maintenance, troubleshooting/failure analysis, and N.E.C. requirements.

ELT 112 Variable Speed/Low Voltage Controls

3.00 Credits

Corequisite(s): ELT 111

Introduces types of electric motor control, reduced voltage starting, and applications. Emphasis will be placed on motor types, controller types, and applications. Includes information on wye and delta motor connections; part wind autotransformers; adjustable frequency drives and other applications; and oscilloscopes and their operation. Topics include: types of reduced voltage starting, reduced voltage motor connections, and adjustable frequency drive.

ELT 115 Diagnostic Troubleshooting

3.00 Credits

Prerequisite(s): Advisor's Approval

Introduces diagnostic techniques related to electrical malfunctions. Special attention is given to use of safety precautions during troubleshooting. Topics include: problem diagnosis, advanced schematics, and sequential troubleshooting procedures.

ELT 116 Transformers

4.00 Credits

Prerequisite(s): ELT 119, IFC 101

Provides instruction in the theory and operation of specific types of transformers. Emphasis will be placed on National Electrical Code requirements related to the use of transformers. Topics include: transformer theory; types of transformers, National Electrical Code requirements, and safety precautions.

ELT 117 NEC Industrial Applications

4.00 Credits

Corequisite(s): ELT 109

Provides instruction in industrial application of the National Electrical Code. Topics include: rigid conduit installation, systems design concepts, equipment installation (600 volts or less), and safety precautions.

ELT 118 Electrical Controls

5.00 Credits

Corequisite(s): ELT 108, ELT 111, ELT 112

Introduces line and low voltage switching circuits, manual and automatic controls and devices, and circuits. Emphasis will be placed on switching circuits, manual and automatic controls and devices, line and low voltage switching circuits, operation, and application and ladder diagrams. Topics include: ladder and wire diagrams, switching circuits, manual controls and devices, automatic controls and devices, and application and operation of controllers and controls.

ELT 119 Electricity Principles

4.00 Credits

Corequisite(s): IFC 100

Introduces the theory and application of varying sine wave voltages and current. Topics include: magnetism, AC wave generation, AC test equipment, inductance, capacitance, and transformers.

ELT 120 Residential Wiring I

5.00 Credits

*Prerequisite(s): IFC 100**Corequisite(s): ELT 106, ELT 119, ELT 121, IFC 101*

Introduces residential wiring practices and procedures. Topics include: residential circuits, print reading, National Electrical Code, wiring materials, determining the required number and location of lighting/receptacles and small appliance circuits, wiring methods (size and type conductors, box fill calculations and voltage drop), switch control of luminaries and receptacle installation including bonding, GFCI and AFCI circuits, special purposes outlets-ranges, cook tops, ovens, dryers, water heaters, sump pumps, etc., and sizing OCPD's (circuit breakers and fuses).

ELT 121 Residential Wiring II

6.00 Credits

Corequisite(s): ELT 120

Provides additional instruction on wiring practices in accordance with the National Electrical Code. Topics include: residential single family service calculations residential two-family service calculations load balancing, sub-panels and feeders, residential single-family service installation, residential two-family installation, concepts of electrical wiring applications such as cable TV and CATV installation, swimming pool installation, and remote control lighting and intercom installation.

ELT 122 Industrial PLC's

6.00 Credits

*Prerequisite(s): ELT 111, ELT 112**Corequisite(s): ELT 118*

Introduces operational theory, systems terminology, PLC installations, and programming procedures for programmable logic controls. Emphasis placed on PLC programming, connections, installations, and start-up procedures. Topics include: PLC hardware and software, PLC functions and terminology, introductory numbering systems, PLC installations and set up, PLC programming basics, relay logic instructions, timers and counters, connecting field devices to I/O cards, and PLC safety procedures.

EMP 1000 Interpersonal Relations and Professional Development

3.00 Credits

Prerequisite(s): Provisional admission

This course provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: human relations skills; job acquisition skills; job retention skills; job advancement skills; and professional image skills.

EMS 126 Introduction to Paramedic Profession

3.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)*

Introduces the student to the paramedic profession. Discussion centers on functions that extend beyond the EMT scope of practice. Topics include: the EMS system/roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical/legal consideration, ethics, ambulance operations, medical incident command, rescue awareness/operations, hazardous materials incidents and crime scene awareness. This course provides instruction on topics in Division 1, Sections 1-5 and Division 7, Section 1 and Division 8 sections 1-5 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 127 Patient Assessment

4.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)*

Introduces the fundamental principles and skills involved in assessing the prehospital patient. Emphasis is on the systematic approach to patient assessment, with adaptations for the medical versus the trauma patient. Topics include: therapeutic communications, history taking, techniques of physical exam, patient assessment, clinical decision-making, EMS communications, and documentation. This course provides instruction on topics in Division 1, Section 9 and Division 3, Sections 1-9 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 128 Applied Physiology and Pathophysiology

3.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)*

This course introduces the concepts of pathophysiology as it correlates to disease processes. This course will enable caregivers to enhance their overall assessment and management skills. Disease-specific pathophysiology is covered in each related section of the curriculum. This course covers a review of cellular composition and function, including cellular environment as it relates to fluid and acid-base balances. Content on genetics and familial diseases are discussed. Hypoperfusion, including various forms of shock, multiple organ dysfunction syndrome and cellular metabolism impairment are integral components of this course. The next portion of this section provides information on the body's self-defense mechanisms, the inflammatory response, and variances in immunity. The last topic covered is stress and disease, which includes stress responses and the interrelationships among stress, coping, and disease.

EMS 129 Pharmacology

4.00 Credits

*Prerequisite(s): Program Admission**(AHS 1011 and MAT 1012 for Diploma) OR (BIO 2113, BIO 2114, and MAT 1111 for Degree)*

This unit is designed to help the Paramedic implement a patient management plan based on principles and applications of pharmacology. Discussion of pharmacology includes: Identification of drugs, drug calculations, drug administration techniques and procedures and drug safety and standard.

EMS 130 Respiratory Function and Management

5.00 Credits

*Prerequisite(s): (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)**Corequisite(s): EMS 126, EMS 127, EMS 128, EMS 129*

This unit is designed to help the Paramedic assess and treat a wide variety of respiratory related illness in the pediatric and adult patient. Topics include a review of anatomy and physiology, pathophysiology of foreign body airway obstruction, recognition of respiratory compromise, use of airway adjunctive equipment and procedures, current therapeutic modalities for bronchial asthma, chronic bronchitis, emphysema, spontaneous pneumothorax, and hyperventilation syndromes. This section also provides expanded information for adult respiratory distress syndrome, pulmonary thromboembolism, neoplasms of the lung, pneumonia, emphysema, pulmonary edema, and respiratory infections. This course provides instruction on topics in Division 2 (Airway Management and Ventilation) and Division 5 (Medical), Section 1 (Respiratory) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 131 Trauma

5.00 Credits

*Prerequisite(s): (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)**Corequisite(s): EMS 126, EMS 127, EMS 128, EMS 129*

This Unit is designed to introduce the student to assessment and management of the trauma patient, to include: systematic approach to the assessment and management of trauma, demonstration of the assessment and management of certain types of trauma patients and bodily injuries. Students should complete the requirements for the Basic Trauma Life Support Course or the Pre-Hospital Trauma Life Support Course.

EMS 132 Cardiology I

5.00 Credits

Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129

Emphasizes the study of the cardiovascular system. Cardiology I will introduce and explore cardiovascular epidemiology, anatomy and physiology, pathophysiology, and electrophysiology. This course will also provide instruction on initial

cardiovascular assessment, focused history, detailed physical examination, and electrocardiographic monitoring. Management of the cardiovascular patient will be taught in Cardiology II. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 133 Cardiology II

4.00 Credits

Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129, (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)

Corequisite: EMS 132

This course expounds on the objectives in Cardiology I emphasizing advanced patient assessment and management of the cardiac patient. Topics will include advanced cardiovascular assessment, pharmacological intervention, electrical intervention, and emergency resuscitative treatment utilizing the American Heart Association's Advanced Cardiac Life Support (ACLS) provider's course. This course provides instruction on topics in Division 5 (Medical), Section 2 (Cardiology) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 134 Medical Emergencies

5.00 Credits

Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129, (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)

Provides an in-depth study of the nervous, endocrine, gastrointestinal, renal, hematopoietic, and immune systems. Topics include: epidemiology, pathophysiology, assessment, and management of specific injuries/illnesses. Emphasis is placed on allergies/anaphylaxis, toxicology, environmental emergencies, and infectious and communicable diseases. General/specific pathophysiology, assessment and management are discussed in detail for environmental emergencies. Infectious and communicable disease topics include: public health principles, public health agencies, infection, pathogenicity, infectious agents, and specific infectious disease processes and their management. This course provides instruction on topics in Division 5 (Medical), Sections 3, 4, 5, 6, 7, 8, 9, 10, and 11 of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 135 Maternal/Pediatric Emergencies

5.00 Credits

Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129, (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)

Emphasizes the study of gynecological, obstetrical, pediatric and neonatal emergencies. Maternal/Child combines the unique relationships and situations encountered with mother and child. Provides a detailed understanding of anatomy/physiology, pathophysiology, assessment, and treatment priorities for the OB/GYN patient. Pediatric and neonatal growth and development, anatomy and physiology,

pathophysiology, assessment and treatment specifics are covered in detail. Successful completion of a PLS/PALS course is required. This course provides instruction on topics in Division 5 (Medical), Sections 13 (Obstetrics) & 14 (Gynecology) and Division 6 (Special Considerations), Sections 1 (Neonatology) and 2 (Pediatrics) of the USDOT/NHTSA Paramedic National Standard Curriculum.

EMS 136 Special Patients

2.00 Credits

Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129, (AHS 1011 for Diploma) OR (BIO 2113 and BIO 2114 for Degree)

Provides an overview of the assessment and management of behavioral emergencies as they pertain to prehospital care. Topics include: communication skills and crisis intervention, assessment and management of the adult and adolescent patient with behavioral emergencies, management of the violent patient, management of the suicidal patient, medical/legal considerations, and stress management. Life span, geriatrics, abuse, special challenges, and chronic care patients are included.

EMS 200 Clinical Application of Advanced Emergency Care

11.00 Credits

Prerequisite(s): Program Admission

This course provides a range of clinical experiences for the student paramedic. To include clinical application of advanced emergency care.

EMS 201 Summative Evaluation

5.00 Credits

Prerequisite(s): EMS 126, EMS 127, EMS 128, EMS 129, EMS 130, EMS 131, EMS 132, EMS 133, EMS 134, EMS 135, EMS 136

Corequisite: EMS 200

Provides supervised clinical experience in the hospital and prehospital advanced life support settings to include: EMS leadership, summative case evaluations, EKG interpretation and pharmacology. This course also includes a comprehensive paramedic program examination and a board examination review.

EMS 1101 – Introduction to the EMT Profession

4.00 Credits

Prerequisite(s): Program Admission

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 Standard, Module 1 and Module 7. It also covers Sections 1, 2, 3 and 4 of the NHTSA, National Standard Curriculum, EMT-Intermediate-1985. Topics include: basic cardiopulmonary resuscitation/AED, introduction to emergency medical care, roles and responsibilities of the EMT-Intermediate, EMS Systems for EMT-Intermediates, well being of the EMT-Basic, medical/legal and ethical issues, medical-legal aspects for the EMT-Intermediate, blood and airborne pathogens

and infectious diseases, the human body, medical terminology, base line vital signs and SAMPLE history, lifting and moving patients, ambulance operations, gaining access, and overviews of HazMat/MCI.

EMS 1103 – Patient Assessment for the EMT

2.00 Credits

Prerequisite(s): Program Admission

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 3. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 5 and part of Section 6. Topics include: Scene-Size Up, Initial Assessment, Focused History & Physical Exam for both Medical and Trauma Patients, Detailed Physical Exam, On-Going Assessment, Communications/Documentation, and EMS communications for the EMT-I.

EMS 1105 – Airway Management for the EMT

2.00 Credits

Prerequisite(s): Program Admission

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 2. In addition to the NSC-B 1994 standards, this course also includes the NSC EMT-Intermediate 1985 Standard, Section 7. The 2002 Supplemental Airway Modules for the NSC-B 1994 curriculum will also be used. Topics include: Airway, Advanced Airway and Basic/Advanced Airway Management.

EMS 1107 – Medical and Behavioral Emergencies for the EMT

3.00 Credits

Prerequisite(s): Program Admission

The course covers Lessons 1 through 8, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. Topics include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic/altered mental status emergencies, allergic reactions, poisoning/over-dose emergencies, environmental emergencies, behavioral emergencies, and non-traumatic abdominal emergencies.

EMS 1109 – Assessment and Management Across the Lifespan for the EMT

2.00 Credits

Prerequisite(s): Program Admission

The course covers Lesson 9, and parts of Lessons 10 and 11 of Module 4 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard. All of Module 6

of the NSC-B 1994 curriculum is also included. The Georgia Office of EMS specific module for Geriatrics as well as the TCSG specific module for Special Needs Patients is included. Topics include obstetrical/gynecological emergencies, infants & children, geriatrics and patients with special needs.

EMS 1111 – Trauma Emergencies and WMD Response

4.00 Credits

Prerequisite(s): Program Admission

The course covers all the components of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, Module 5. In addition to the NSC-B 1994 standards, this course also includes portions of Section 6 of the NSC EMT-Intermediate 1985 Standard. The Georgia Office of EMS specific module for Emergency Response to Weapons of Mass Destruction is also included. Topics Include: bleeding and shock, soft tissue injuries, musculoskeletal care, injuries to the head/spine, patient access and extrication, and emergency medical response to WMD.

EMS 1113 – Clinical Applications for the EMT Basic

1.00 Credits

Prerequisite(s): Program Admission

The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Basic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Basic Curriculum standard. This course will include a minimum of 30 clinical hours.

EMS 1115 – Practical Applications for the EMT-Basic

2.00 Credits

Prerequisite(s): Program Admission

This course will serve as the integration point for the entire National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Basic, 1994 standard, as well as Sections 1 through 7 of the NSC EMT-Intermediate 1985 Standard, and the Georgia Office of EMS specific modules on CPR, Geriatrics and WMD. This course will focus on critical thinking skills and will enhance the assessment based management skills of EMT students. Topics include: Assessment Based Management for the EMT-Basic.

EMS 1201 – Pharmacology and Shock/Trauma Management for the EMT-Intermediate

3.00 Credits

Prerequisite(s): Program Admission

The course covers Section 8 of the National Highway Safety Transportation Administration, National Standard Curriculum, Emergency Medical Technician-Intermediate, 1985 standard. Topics Include: general pharmacology review, IV and IO therapy and shock/trauma assessment and management.

EMS 1203 – Clinical Applications for the EMT-Intermediate I

1.00 Credits

Prerequisite(s): Program Admission

The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate – II, will include a minimum skill set.

EMS 1205 – Clinical Applications for the EMT – Intermediate II

1.00 Credits

Prerequisite(s): Program Admission

The course will include clinical hours to be spent in both Hospital Emergency Departments and on Ambulance Clinical Rotations. This course will include all of the EMT-Intermediate Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Module-C (Clinical) of the Georgia Office of EMS, EMT-Intermediate Curriculum standard. This course will include a minimum of 30 clinical hours, and along with Clinical Applications for the EMT-Intermediate – I, will include a minimum skill set.

EMS 1207 – Practical Applications for the EMT-Intermediate

2.00 Credits

Prerequisite(s): Program Admission

This is the final course for those pursuing EMT-Intermediate Certification. This course expands upon the critical thinking skills and assessment based management techniques covered in the 'Practical Applications for the EMT-Basic' course. This course integrates all components of the US DOT EMT-Basic 1994 Curriculum as well as the US DOT EMT-Intermediate 1985 Curriculum, and all Georgia specific modules for the EMT-Basic and EMT-Intermediate curricula. Preparation for the national certification exam for EMT-Intermediate/855 will be paramount throughout the course, and students will be required to complete this course prior to being

eligible to sit for the National Registry Intermediate-1985 Exam. Topics will include skills competency verification and assessment based management techniques for the EMT-Intermediate.

ENG 0096 English II

5.00 Institutional Credits

Prerequisite(s): None

Emphasizes the standard basic rules of grammar. Topics include: basic capitalization rules, end punctuation marks, verb tenses, identification of subjects and predicates, spelling, writing simple sentences, and simple paragraph structure.

ENG 0097 English III

5.00 Institutional Credits

Prerequisite(s): None

Provide a smooth transition into communicating in writing. Topics include: basic grammar review, use of punctuation marks, use of capitalization, recognition of clauses and phrases, application of the rules of spelling, writing varied and complicated sentences, writing simple paragraphs, essays, and written and oral reports.

ENG 0098 English IV

5.00 Institutional Credits

Prerequisite(s): None

Emphasizes the ability to communicate using written and oral methods. Topics include: proofreading to eliminate errors in grammar, punctuation, and spelling; construction of basic paragraphs, construction of logically organized essays, and responsibly using secondary sources to support ideas.

ENG 0099 English V

5.00 Institutional Credits

Prerequisite(s): None

Emphasizes the ability to speak and write clearly, concisely, and precisely. Topics include: basic grammar and punctuation review, basic paragraph review, effective sentence structure, composition fundamentals, and business letters and memos. Homework assignments reinforce classroom learning.

ENG 1010 Fundamentals of English I

5.00 Credits

Prerequisite(s): ENG 0097 or entrance English score in accordance with approved TCSG admission score levels and RDG 0097 or entrance reading score in accordance with approved TCSG admission score levels.

This course emphasizes the development and improvement of written and oral communication abilities. Topics include: analysis of writing; writing practice; grammar skills; editing and proofreading skills; research skills; and oral communication skills. Homework assignments reinforce classroom learning.

ENG 1012 Fundamentals of English II

5.00 Credits

Prerequisite(s): ENG 1010

This course provides knowledge and application of written and oral communications found in the workplace. Topics include writing and speaking fundamentals.

ENG 1101 Composition and Rhetoric

5.00 Credits

Prerequisite(s): Program admission level language competency

Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; research paper; and formatting and documentation. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

ENG 1102 Literature and Composition

5.00 Credits

Prerequisite(s): ENG 1101

Emphasizes the student's ability to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include: reading and analysis of fiction, poetry, and drama; research writing; formatting and documentation; and writing about literature.

ENG 1105 Technical Communications

5.00 Credits

Prerequisite(s): ENG 1101

Emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include: reference use and research; device and process description; formal technical report writing; correspondence; and technical report presentation.

ENG 2130 American Literature

5.00 Institutional Credits

Prerequisite(s): ENG 1101

A survey of important works in American literature. Includes a variety of literary genres: short stories, poetry, drama, nonfiction, and novels. Emphasized American literature as a reflection of culture and ideas. Topics include: literature and culture; essential themes and ideas; literature and history; research skills; and oral presentation skills.

GRN100 Understanding the Client

3.00 credit hours

Prerequisite(s): None

Description of the aging client in the aging services network. Examination of sociological, psychological, and biological aspects of aging

GRN101 Aging Services Environment

3.00 credit hours

Corequisite(s): GRN 100, GRN 110

Description of the aging services environment including federal, state, and local roles and responsibilities. Examination of service specifications

GRN102 Behavioral Health Aspects of Aging

3.00 Credit hours

Corequisite(s): GRN 100, GRN 110

Addresses behavioral health issues associated with aging, including psycho-social impact of cultural and cohort influences. Discussion of prevention, diagnosis, assessment, and intervention. Examination of legislation

GRN103 Geriatric Nutrition

2.00 Credit hours

Prerequisite(s): None

A study of the nutritional needs of the individual, including older adults. Topics include: nutrients, standard and modified diets, nutrition throughout the lifespan, and client education.

GRN104 Healthy Aging

3.00 Credit hours

Corequisite(s): GRN 100, GRN 110

Examination of lifestyles conducive to healthy aging. Considers role of nutrition, exercise, safety, and lifelong learning.

GRN 105 Principles of Home Health Care

5.00 Credit hours

Corequisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 110

Development of modern homecare focusing on the elderly and the values of keeping families together in times of illness while maintaining a therapeutic environment.

GRN 106 Alzheimer's Disease and Dementia

5.00 Credit hours

Prerequisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 110

Examination of Alzheimer's disease and other forms of dementia. Provides the foundation for care giving. Involves experiential learning activities as well as didactics. Emphasis on therapeutic techniques.

GRN 107 Legal Aspects of Aging (Ethics)

5.00 Credit hours

Prerequisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 105, GRN 106, GRN 110

Exploration of legal and ethical issues and the relationship to nursing care of the gerontological client. Review of laws which govern and protect the aging client. Review of moral principles and values that guide human behaviors.

GRN 108 Death & Dying

3.00 Credit hours

Prerequisite(s): GRN 100, GRN 101, GRN 102, GRN 104, GRN 105, GRN 106, GRN 110

Understanding the death and dying process as a normal part of the life cycle. Examination of the specific care needed to care for the dying patient and family as they complete the last stage of growth and development.

GRN 110 CNA Fundamentals

8.00 Credit hours

Prerequisite(s): None

Introduces students to the occupation of Certified Nurse Assistant. Emphasis is placed on human anatomy and physiology, cardiac pulmonary resuscitation, and nutrition and diet therapy. Topics Include role and responsibility of the Certified Nurse Assistant, structure and function of body systems, legal and safety requirements In the patient care field, equipment needs and care, and performance of skill standards and procedures. Upon successful completion of GRN 110 and by meeting all state guidelines, participants' names are added to the State Registry for Patient Care Assistants

GRN 200 Practicum I

6.00 Credit hours

Prerequisite(s): GRN 110

Provides the student with the opportunity to gain experience in an actual clinical/ job setting. Students will be placed in an appropriate facility for 18 hours per week throughout the quarter. On-the-job training topics include:

GRN 201 Practicum II

6.00 Credit hours

Prerequisite(s): GRN 110

Builds on the concepts presented in prior practicum courses and develops the skills necessary for successful performance in the job market.

HUM 1101 Introduction to Humanities

5.00 Credits

Prerequisite(s): ENG 1101

Explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. The humanities provide insight into people and society. Topics include: historical and cultural developments and contributions of the humanities.

IFC 100 Industrial Safety Procedures

5.00 Credit hours

Prerequisite(s): Program admission

Provides an in-depth study of the health and safety practices required for maintenance of industrial, commercial, and home electrically operated equipment. Topics include: introduction to OSHA regulations; safety tools, equipment, and procedures; and first aid and cardiopulmonary resuscitation.

IFC 101 Direct Current Circuit I

4.00 Credits

Provisional Admission

Introduces direct current (DC) concepts and applications. Topics include: fundamental electrical principles and laws; direct current test equipment; series, parallel, and combination circuits; and basic laboratory procedures and safety practices.

IFC 102 Alternating Current I

4.00 Credits

Prerequisite(s): IFC 101

Introduces the theory and application of varying sine wave voltages and current. Topics include: AC wave generation, oscilloscope operation, inductance, and capacitance.

IFC 103 Solid State Devices I

4.00 Credits

Prerequisite(s): IFC 102, (MAT 1012 – Diploma or MAT 1111 – degree)

Introduces the physical characteristics and application of solid state devices. Topics include: PN diodes, power supplies, voltage regulation, and special applications.

MAS 101 Legal Aspects of the Medical Office

3.00 Credits

Prerequisite(s): Program Admission

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting, introduction to medical law, physician-patient-assistant relationship, medical office in litigation, as well as ethics, bioethical issues, and HIPAA

MAS 103 Pharmacology

5.00 Credits

Prerequisite(s): AHS 1011, AHS 109, (MAT 1012 - diploma or MAT 1111 - degree)

Introduces drug therapy with emphasis on safety, classification of drugs, their action, side effects, and/or adverse reactions. Also introduces the basic concept of mathematics used in the administration of drugs. Topics include: introduction to pharmacology, calculations of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

MAS 106 Medical Office Procedures

5.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): BUS 1130*

Emphasizes essential skills required for the typical business office. Topics include: office protocol, time management, appointment scheduling, medical office equipment, mail services, medical references, medical records, and professional communication.

MAS 108 Medical Assisting Skills I

6.00 Credits

*Prerequisite(s): AHS 1011, AHS 109**Corequisite(s): MAS 103, AHS104*

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of practices. The course includes skills necessary for sterilizing instruments and equipment, and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines, prepare patients/assist physician with age and gender specific examinations and diagnostic procedures, vital signs/mensuration, medical office surgical procedures, and electrocardiography.

MAS 109 Medical Assisting Skills II

6.00 Credits

Prerequisite(s): MAS 108, MAS 103

Furthers the student's knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations, risk management, venipuncture, urinalysis, hematology and chemistry evaluations, advanced reagent testing (Strep Test, HcG, etc), administration of medications, emergency procedures of the medical office and emergency preparedness, respiratory evaluations, principles of IV administration, rehabilitative therapy procedures, principles of radiology safety, and maintenance of medication and immunization records.

MAS 110 Medical Insurance Management

3.00 Credits

*Prerequisite(s): Program Admission, AHS 1011, AHS 109, MAS 106**Corequisite(s): MAS 103, MAS 112*

Emphasizes essential skills required for the medical practice. Topics include: managed care, reimbursement, and coding.

MAS 111 Administrative Practice Management

4.00 Credits

Prerequisite(s): AHS 1011, AHS 109, BUS 1130, MAS 110, SCT 100; (ENG 1010 – Diploma or ENG 1101 – Degree)

Corequisite(s): MAS 103, MAS 106

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include: medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures' and application of software.

MAS 112 Human Diseases

5.00 Credits

Prerequisite(s): AHS 1011, AHS 109

Provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of: description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include: introduction to disease and diseases of body systems.

MAS 117 Medical Assisting Externship

8.00 Credits

Corequisite(s): MAS 118

Prerequisite(s): Completion of all required courses except MAS 118.

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work situation at a professional level of technical application, and requires concentration, practice, and follow through. Topics include: application of classroom knowledge and skills, functioning in the work environment, communication and following directions.

MAS 118 Medical Assisting Seminar

4.00 Credits

Corequisite(s): MAS 117

Prerequisite(s): Completion of all required courses except MAS 117.

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

MAT 0096 Learning Support Mathematics II

5.00 Institutional Credits

Prerequisite(s): None

Teaches the student basic arithmetic skills needed for the study of mathematics related to specific occupational programs. Topics include: whole numbers, fractions, decimals, and measurement.

MAT 0097 Learning Support Mathematics III

5.00 Institutional Credits

Prerequisite(s): None

Emphasizes in-depth arithmetic skills needed for the study of mathematics related to specific occupational programs and for the study of basic algebra. Topics include: whole numbers, fractions, decimals, percents, measurement, geometry, and application problems.

MAT 0098 Elementary Algebra

5.00 Institutional Credits

Prerequisite(s): None

This course provides instruction in basic algebra. Topics include: introduction to real numbers and algebraic expressions, solving equations and inequalities, graphs of linear equations, polynomial operations, and polynomial factoring.

MAT 0099 Intermediate Algebra

5.00 Institutional Credits

Prerequisite(s): None

This course provides instruction in intermediate algebra. Topics include: factoring, inequalities, rational expressions and equations, linear graphs, slope, applications, systems of equations, radical expressions and equations, and quadratic equations.

MAT 1012 Foundations of Mathematics

5.00 Credits

Prerequisite(s): MAT 0097 or entrance mathematics score in accordance with approved TCSG admission score levels.

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include: fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

MAT 1013 Algebraic Concepts

5.00 Credits

Prerequisite(s): MAT 0097 or entrance mathematics score in accordance with approved TCSG admission score levels.

Introduces concepts and operations which can be applied to the study of algebra. Course content emphasizes: basic mathematical concepts, and basic algebraic concepts. Class includes lecture, applications, and homework to reinforce learning.

MAT 1015 Geometry and Trigonometry

5.00 Credits

Prerequisite(s): MAT 1013

Introduces and develops basic geometric and trigonometric concepts. Course content emphasizes: geometric concepts and trigonometric concepts.

MAT 1100 Quantitative Skills and Reasoning

6.00 Credits

Prerequisite(s): MAT 0099 and/or ASSET Score of 42 or Compass equivalent

Overview course covering algebra, statistics, and mathematics of finance. Topics include: fundamental Operations of Algebra, sets and logic, probability and statistics, Geometry, Mathematics of voting and districting, and Mathematics of finance .

MAT 1111 College Algebra

5.00 Credits

Prerequisite(s): MAT 0099 and/or ASSET Score of 42 or Compass equivalent

This course emphasizes techniques of problem solving using algebraic concepts. Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

MAT 1112 College Trigonometry

5.00 Credits

Prerequisite(s): MAT 1111

Emphasizes techniques of problem solving using trigonometric concepts. Topics include: trigonometric functions, properties of trigonometric functions, vectors and triangles, inverse of trigonometric functions/graphing, logarithmic and exponential functions, and complex numbers

MCH 101 Introduction to Machine Tool

6.00 Credits

Prerequisite(s): Provisional admission.

Introduces the fundamental concepts and procedures necessary for the safe and efficient use of basic machine tools. Topics include: use of hand and bench tools, use of power tools, analysis of measurements, safety and terminology, saw and blade selection, feed and speeds determination, use of coolants, saw and blade maintenance, sawing operations, drilling setup and operation, ISO 9000, Deming's quality theory, quality goals and objectives, and coordinate measurement machines (CMM).

MCH 102 Blueprint Reading for Machine Tool

5.00 Credits

Prerequisite(s): Provisional admission.

Introduces the fundamental concepts necessary to interpret drawings and produce sketches for machine tool applications. Topics include: interpretation of blueprints and sketching.

MCH 109 Lathe Operations I

6.00 Credits

Prerequisite(s): Provisional admission.

Provides opportunities for students to develop skill in the use of bench grinders and lathes. Topics include: lathes, bench grinders, bench grinder operations, lathe calculations, lathe setup, lathe operations, and safety.

MCH 110 Lathe Operations II

6.00 Credits

Prerequisite(s): None

Provides further instruction for students to develop skills in the use of lathes. Topics include: lathes, lathe set-up, and operations.

MCH 115 Mill Operations I

6.00 Credits

Prerequisite(s): Provisional admission.

Provides instruction in the setup and use of the milling machine. Topics include: milling machines, milling machine calculations, milling machine setup, milling machine operations, and safety

MKT 101 Principles of Management

5.00 Credits

Prerequisite(s): ENG 1010 (Diploma), ENG 1101 (Degree)

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing work place being affected by technology changes, a more competitive and global market place, corporate restructuring, the changing nature of work and the workforce. Topics include: understanding the manager's job and work environment, building an effective organizational culture, leading, directing, the application of authority, planning, decision making and problem solving, human resource management, administrative management, organizing, and controlling.

MKT 103 Business Law

5.00 Credits

Prerequisite(s): Provisional admission

Introduces the study of contracts and other business obligations and the legal environment. Topics include: creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

MKT 161 Service Industry Business Requirements

2.00 Credits

Prerequisite(s): Provisional admission

Introduces students to the services industry. Topics include: An introduction to the service industry business environment, an introduction to lifelong learning, work ethic and positive behaviors required for exceptional customer service, an introduction to customer relations, working together successfully on teams, and basic business principles.

MKT 162 Customer Contact Skills

6.00 Credits

Prerequisite(s): Provisional admission

Provides students with skills necessary to communicate with customers and successfully manage the relationship in both telephone and face-to-face situations. Topics include: Skills to effectively communicate with customers, problem solving in customer service, telephone skills, sales skills in the service environment, managing the difficult customer, and managing the multi-cultural customer.

MKT 163 Computer Skills for Customer Service

3.00 Credits

Prerequisite(s): Provisional admission

Provides students with the fundamentals of computer skills used in a customer service environment. Topics include: Introduction to computer technology, introduction to the Windows environment, introduction to word processing, introduction to spreadsheets, introduction to databases, and introduction to E-mail.

MKT 164 Business Skills for the Customer Service Environment

3.00 Credits

Prerequisite(s): Provisional admission

Provides students with the fundamentals of basic business skills used in the customer service environment. Topics include: Introduction to business correspondence, basic business calculations, change management, managing multiple tasks and priorities, and tools for team problem-solving and service improvement.

MKT 165 Personal Effectiveness in Customer Service

1.00 Credit

Prerequisite(s): Provisional admission

Provides students with skills that will allow them to present a positive image to both co-workers and customers. Topics include: Personal wellness and stress management, positive image, and job interview skills.

MSD 100 Management Principles

5.00 Credits

Prerequisite(s): Program Admission

Develops skills and behaviors necessary for successful supervision of people and job responsibilities. Emphasis will be placed on, real life concepts, personal skill development, applied knowledge and managing human resources. Course content is intended to help managers and supervisors deal with a dramatically changing workplace being affected by technology changes, a more competitive and global market place, corporate restructuring and the changing nature of work and the workforce. Topics include: Understanding The Manager's Job and Work Environment, Building an Effective Organizational Culture, Leading, Directing, and the Application of Authority, Planning, Decision-Making, and Problem-Solving, Human Resource Management, Administrative Management, Organizing, and Controlling.

MSD 101 Organizational Behavior

5.00 Credits

Prerequisite(s): Program Admission

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MSD 102 Employment Law

5.00 Credits

Prerequisite(s): Program Admission

Develops a working knowledge of the legal environment of business necessary for management and leadership. Topics include: the legal system and public policy making, Civil Rights Law, The Influence of Law on Human Resource Management, Alternative Dispute Resolution (ADR), Legal Selection/Hiring Practices, Accommodation for Religion and Physical Handicap, Gender Discrimination and Harassment, Affirmative Action, and employee protective laws.

MSD 103 Leadership

5.00 Credits

Prerequisite(s): Program Admission

Familiarizes the student with the principles and techniques of sound leadership practices. Topics include: Characteristics of Effective Leadership Styles, History of Leadership, Leadership Models, The Relationship of Power and Leadership, Team Leadership, The Role of Leadership in Effecting Change.

MSD 104 Human Resource Management

5.00 Credits

Prerequisite(s): Program Admission

This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee

training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MSD 105 Labor Law and Labor Relations

5.00 Credits

Prerequisite(s): Program Admission

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MSD 106 Performance Management

5.00 Credits

Prerequisite(s): Program Admission

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MSD 107 Employee Training and Development

5.00 Credits

Prerequisite(s): Program Admission

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and

implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

MSD 109 Managerial Accounting & Finance

5.00 Credits

Prerequisite(s): Program Admission

The focus of this course is to acquire the skills and concepts necessary to use accounting information in managerial decision making. Course is designed for those who will use, not necessarily prepare, accounting information. Those applications include the use of information for short and long term planning, operational control, investment decisions, cost and pricing products and services. An overview of financial accounting and basic concepts of finance provides an overview of financial statement analysis. Topics include: Accounting background, accounting equation, financial statements and financial statement analysis, budgeting and planning, applied analysis for management decisions, cost flow analysis in manufacturing with applications in process improvement, applications in product profitability, cost and pricing, client/server technology: computer software applications, payroll, income tax, inventory management, ethical responsibilities.

MSD 112 Introduction to Business & Economics

5.00 Credits

Prerequisite(s): Program Admission

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MSD 113 Business Ethics

5.00 Credits

Prerequisite(s): Program Admission

This course is designed to provide the student with an overview of the functions of business in the market system. The student will gain an understanding of the numerous decisions that must be made by managers and owners of businesses. Topics include: the market system, the role of supply and demand, financial management, legal issues in business, employee relations, ethics, and marketing.

MSD 114 Management Communications Technologies

5.00 Credits

Prerequisite(s): Program Admission

This course focuses on communication, supervision, and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology.

The student will create written, verbal, and electronic communication applied to supervisory functions in the work place. Topics include: word processing applications; spreadsheet applications; database applications, presentation technology and applications, graphical interface applications, interpersonal communications; organizational communications; Applications come from communications, Human Resource Management, and General Business; such as HR functions training plans with a data base, tracking budgets with a spread sheets, or construct a corporate newsletters on Publisher.

MSD 116 Business Plan Development

5.00 Credits

Prerequisite(s): Program admission

Provides students with knowledge and skills necessary for a manager or entrepreneur to develop and implement a business plan. Topics include: business/community compatibility, introduction to cash flow and break even analysis, development of product/service idea, determination of market feasibility, determination of financial feasibility, development of marketing strategy, development of operations outline, and application of financial concepts.

MSD 117 Small Business Management

5.00 Credits

Prerequisite(s): Program Admission

Introduces the essentials of starting, managing, and growing a small business. Topics include: the role of the entrepreneur, pricing, advertising, financing, layout of facilities, inventory control, staffing, purchasing, vendor selection, and relevant laws affecting small business.

MSD 156 Supervision in a Service Environment

5.00 Credits

Prerequisite(s): Program Admission

This course focuses on supervision in the service sector with special emphasis on team building, quality management, and developing a customer focus. The challenge of providing world-class customer service is addressed through sections on principles of service industry supervision, career development, problem solving, stress management, and conflict resolution. Topics include: principles of service industry supervision, team building, customer service operations, TQM in a service environment, business software applications, communication in the service sector, introduction to information systems, selling principles and sales management, retail management, and legal issues in the service sector.

MSD 202 Production/Operations Management

5.00 Credits

Prerequisite(s): Program Admission

This course provides the student with an intensive study of the overall field of production/operations management. Topics include: role of production management/production managers, operational design, capacity planning, aggregate planning, inventory management, project management, and quality control/assurance.

MSD 206 Project Management

5.00 Credits

Prerequisite(s): Program Admission

Provides a basic understanding of project management functions and processes. Topics include: team selection and management; project planning, definition and scheduling of tasks; resource negotiation, allocation, and leveling; project control, monitoring, and reporting; computer tools for project planning and scheduling; managing complex relationships between project team and other organizations; critical path methodology; and total quality management.

MSD 210 Team Project

5.00 Credits

Prerequisite(s): MSD 101, MSD 102, MSD 103, MSD 104

This course utilizes team methodologies to study the field of management. It encourages students to discuss their perception of management practices which have been studied during the management program. Topics include: current issues and problems in management and supervision and state-of-the-art management and leadership techniques. Students will be put into teams, will work on team projects to demonstrate their understanding of the competencies of this course, and will do peer evaluation.

MSD 220 Management and Supervision OBI

3.00 Credits

Prerequisite(s): Program Admission, MSD 101, MSD 102, MSD 103, MSD 104, MSD 106, MSD 113

Reinforcement of management, supervision, and employability principles in an actual job placement or through a practicum experience. Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management and supervisory applications on the job. Topics include: problem solving, adaptability to the job setting, use of proper interpersonal skills, application of management and supervisory techniques, and professional development. The occupation-based instruction is implemented through the use of a practicum or internship and all of the following: written individualized training plans, written performance evaluation, and a required weekly seminar.

MUS 1101 Music Appreciation

5.00 Credits

Prerequisite(s): ENG 1101

Explores the analysis of well-known works of music, their composition, and the relationship to their periods through writing. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a brief review of standard grammatical and stylistic usage in proofreading and editing. An introduction to locating, acquiring, and documenting information resources lays the foundation for research. Topics include: the creative and critical process, the themes of music, the formal elements of composition, and the placing of music in the historical context, writing analysis, practice, revision, and research about a musical composition or compositions.

All NPT courses refer to the Practical Nursing program**NPT 112 Med-Surg Nursing I Practicum**

7.00 Credits

*Prerequisite(s): AHS 103, NSG 110**Corequisite(s): NSG 112*

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; diet therapy; pharmacology; and nursing procedures/techniques utilizing the nursing process.

NPT 113 Med-Surg Nursing II Practicum

7.00 Credits

*Prerequisite(s): NPT 112, NSG 112**Corequisite(s): NSG 113*

Practicum focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: wellness and prevention of illness; nursing care, treatments, drug and diet therapy related to patients with disorders of the musculoskeletal, neurological, integumentary, and sensory systems; nursing care, treatments, drug and diet therapy related to patients with mental health disorders; and oncology.

NPT 212 Pediatric Nursing Practicum

2.00 Credits

Prerequisite(s): NPT 113, NSG 113

Corequisite(s): NPT 213, NPT 215, NSG 213, NSG 212, NSG 215

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: health management and maintenance and prevention of illness in the pediatric client; nursing care, treatment, pharmacology, and diet therapy of the pediatric client; growth and development; deviations from the normal state of health, and universal precautions.

NPT 213 Obstetrical Nursing Practicum

3.00 Credits

Prerequisite(s): NSG 113, NPT 113

Corequisite(s): NPT 212, NSG 213, NSG 212, NSG 215, NPT 215

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness; care of the individual as a whole; and deviations from the normal state of health in the reproductive system, obstetric clients, and the newborn; client care; treatment pharmacology, medication administration, and diet therapy related to the reproductive system, obstetric clients, and the newborn; and standard precautions.

NPT 215 Nursing Leadership Practicum

2.00 Credits

Prerequisite(s): NSG 113, NPT 113

Corequisite(s): NSG 215, NSG 213, NPT 213, NSG 212, NPT 212

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

All NSG courses refer to the Practical Nursing program:

NSG 110 Nursing Fundamentals

10.00 Credits

Prerequisite(s): AHS 1011, AHS 102, AHS 104, ENG 1010, MAT 1012, PSY 1010, SCT 100, AHS 109 or BUS 2300

Corequisite(s): AHS 103

An introduction to the nursing process. Topics include: orientation to the profession, community health, client care, geriatrics, customer/client relationship, introduction to physical assessment, deviation from the normal state of health, and universal precautions. Upon successful completion of NSG 110 and by meeting all state guidelines, participants' names are added to the State Registry for Patient Care Assistants.

NSG 112 Medical Surgical Nursing I

9.00 Credits

Prerequisite(s): AHS 103, NSG 110 Corequisite(s): NPT 112

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: cardiovascular, respiratory, endocrine, urinary, and gastrointestinal systems and associated illness; pharmacology, diet therapy; and nursing procedures/techniques utilizing the nursing process.

NSG 113 Medical Surgical Nursing II

9.00 Credits

Prerequisite(s): NPT 112, NSG 112

Corequisite(s): NPT 113

Focuses on wellness and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: wellness and prevention of illness; nursing care, treatments, drug and diet therapy related to patients with disorders of the musculoskeletal, neurological, integumentary, and sensory systems; nursing care, treatments, drug and diet therapy related to patients with mental health disorders; and oncology.

NSG 212 Pediatric Nursing

5.00 Credits

Prerequisite(s): NSG 113, NPT 113

Corequisite(s): NPT 213, NPT 212, NSG 213, NSG 215, NPT 215

Focuses on health management and maintenance and prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: health management and maintenance and prevention of illness in the pediatric client; nursing care, treatment, pharmacology, and diet therapy of the pediatric client; growth and development; medication administration; deviations from the normal state of health, and universal precautions.

NSG 213 Obstetrical Nursing

5.00 Credits

*Prerequisite(s): NSG 113, NPT 113**Corequisite(s): NPT 213, NPT 212, NSG 212, NSG 215, NPT 215*

Focuses on health management and maintenance and the prevention of illness, care of the individual as a whole, and deviations from the normal state of health. Topics include: health management and maintenance and prevention of illness in the reproductive system; nursing care, treatment, pharmacology, and diet therapy of the reproductive system; health management and maintenance and prevention of illness in the obstetric client; health management and maintenance and prevention of illness in the newborn; and nursing care, treatment, pharmacology, diet therapy of the newborn, medication administration, deviations from the normal state of health, and universal precautions.

NSG 215 Nursing Leadership

2.00 Credits

Prerequisite(s): NPT 113 Corequisite(s): NPT 215, NPT 212, NSG 212, NPT 213, NSG 213

Builds on the concepts presented in prior nursing courses and develops the skills necessary for successful performance in the job market. Topics include: leadership skills, management skills, and employability skills.

All NUR courses refer to the Associate Nursing program:**NUR 191 Health Assessment Through The Lifespan**

4.00 Credits

*Generic Option Prerequisite(s): ENG 1101, BIO 2113, BIO 2114, MAT 1111, Program Admission to Generic Option**Bridge Option Prerequisite(s): ENG 1101, ENG 2130, BIO 2113, BIO 2114, BIO 2117, MAT 1111, PSY 1101, PSY 2103, SOC 1101, SPC 1101, SCT 100, Program Admission to Bridge Option**Generic Option Corequisite(s): PSY 1101, NUR 192**Bridge Option Corequisite(s): NUR 193, NUR 196*

This course is a study of the role of the associate degree nurse and the application of basic skills related to health history collection and physical assessment of all body systems. The course includes the consideration of nutritional, bio/psychosocial, developmental, cultural and spiritual needs, and transitional changes related to variations in health status of the client. The establishment and maintenance of a therapeutic nurse/client relationship is emphasized. Critical thinking skills are developed through activities and exercises presented in the classroom, skills lab, and computer laboratory that focus on student application of the nursing process, data collection via physical assessment, and the development of a plan of care. Guided learning experiences in the skills and computer laboratories assist the student to make a learning transition. The transition occurs as the student moves

from existing skills to more advanced nursing skills. Guidance is provided to the student as the basics of data collection, health history interviewing techniques, and knowledge required to assess each body system is learned. The student applies the standards of practice in adhering to legal and ethical standards related to basic assessment of diverse clients.

NUR 192 Theoretical and Technical Foundations For Nursing Practice (Generic Option students only)

7.00 Credits

Prerequisite(s): ENG 1101, BIO 2113, BIO 2114, MAT 1111, Program Admission to Generic Option

Corequisite(s): PSY 1101, NUR 191

This course is designed to facilitate the acquisition of foundational concepts, knowledge, and essential psychomotor skills related to providing nursing care to a variety of clients experiencing transitions of health status. The following concepts are introduced and integrated throughout subsequent courses: wellness and health promotion; caring; communication and collaboration; ethical and legal implications; cultural diversity; the teaching/learning process; notification; pharmacology; life transitions; the nursing process and critical thinking; and roles of the associate degree nurse.

NUR 193 Introduction To Nursing Principles of Pharmacology

2.00 Credits

Generic Option Prerequisite(s): NUR 191, NUR 192, PSY 1101

Bridge Option Prerequisite(s): BIO 2113, BIO 2114, BIO 2117, ENG 1101, ENG 2130, MAT 1111, PSY 1101, PSY 2103, SOC 1101, SPC 1101, SCT 100, Program Admission to Bridge Option

Generic Option Corequisite(s): NUR 194, PSY 2103, SCT 100

Bridge Option Corequisite(s): NUR 191, NUR 196

This course is a study of the concepts that promote the administration of medication with concern for safety and precision. Incorporated into this course are major principles of applied mathematics including fractions, decimals, conversions between the various systems of weights and measures, and the use of ratio and proportion. The associate degree nursing student utilizes these concepts to solve dosage calculations that are frequently seen in a variety of health care settings. Foundations of pharmacology, drug action at the physiologic level, and drug preparation and administration to diverse clients as they transition throughout the lifespan is included. The action, side effects, range of dosage, and the route of administration of commonly used medications will be discussed. The student will gain knowledge in the system of classification/prototypes of drugs according to body systems. Legal factors relating to medication administration are also emphasized. The course utilizes activities that stimulate critical thinking.

NUR 194 Life Transitions I: Intro to Promotion of Health In The Adult

7.00 Credits

Prerequisite(s): NUR 191, NUR 192, PSY 1101

Corequisite(s): NUR 193, PSY 2103, SCT 100

This first adult health course is designed to prepare associate degree nursing students to provide nursing care utilizing concepts and skills introduced in the foundational course (NUR 192). Nursing care that promotes healthy transitions for clients experiencing variations of health status related to gastrointestinal, respiratory, musculoskeletal, neurological, cardiovascular, and psychosocial functions is included. Special consideration is given to the care of the elderly and clients during the operative period. Critical thinking skills are utilized to meet the bio/psychosocial, developmental, cultural, and spiritual needs of the client. Emphasis is placed on the application of the roles of associate degree nursing practice.

NUR 195 Life Transitions II: Promotion of Mental Health Through the Lifespan

6.00 Credits

Prerequisite(s): NUR 193, NUR 194, SCT 100, PSY 2103

Corequisite(s): SPC 1101, BIO 2117

This course is a study of nursing care of mental health clients throughout the lifespan. Application of the concepts of caring and transitions related to mental growth and health is introduced. The course focuses on provisions of care and the role of the associate degree nurse as a communicator to promote health and support individual wellness behaviors. The application of the roles of the nurse to meet the needs of clients experiencing variations of health status related to mental growth and health are introduced. Content related to various treatment modalities, nutrition, pharmacology, and cultural diversity is incorporated throughout the course. Legal and ethical factors related to mental health care are also included.

NUR196 Transition to Associate Degree Nursing (Bridge Option students only)

6.00 Credits

Prerequisite(s): BIO 2113, BIO 2114, BIO 2117, ENG 1101, ENG 2130, MAT 1111, PSY 1101, PSY 2103, SOC 1101, SPC 1101, SCT 100, Program Admission to the Bridge Option

Corequisite(s): NUR 191, NUR 193

This course is designed to assist the licensed practical nurse (LPN) to matriculate into the second level of the nursing sequence by giving credit for previously learned knowledge and skills. (Successful completion of this course gives the student credit for NUR 192, NUR 194, and NUR 195.) This course provides for a transition from the role of the practical nurse to the role of the registered nurse and introduces the student to the conceptual framework and philosophy of the associate degree nursing program. The existing knowledge base of the student will be built upon

with the introduction of new concepts and skills. Course content focuses on nursing care of diverse clients (from early adulthood to later maturity) experiencing physiological, biopsychosocial, developmental, and/or spiritual, transitional responses related to perioperative, medical, or mental health/wellness function(s). The utilization of therapeutic communication skills, caring attitude, and teaching/learning principles that promote or restore health will be incorporated into the areas of transitions that the client may be experiencing. Concepts in pharmacology, drug administration, and nutrition will be included in critical thinking activities that will assist the student in identifying the affect that these modalities have on a client experiencing a transition in health.

****Please Note:** Upon successful completion of NUR 196, 14 quarter credit hours will be granted for NUR 192, NUR 194, and NUR 195.

NUR 291 Life Transitions III: Promotion of Health and Care of Women and Newborns Within the Family

6.00 Credits

Generic Option Prerequisite(s): NUR 191, NUR 193, NUR 195, BIO 2117, SCT 100

Bridge Option Prerequisite(s): NUR 191, NUR 193, NUR 196

Generic Option Corequisite(s): SOC 1101, NUR 292

Bridge Option Corequisite(s): NUR 292

This course is designed to prepare associate degree nursing students to provide nursing care to a variety of clients experiencing transitions of health status related to conception, birth, and women's health. Students will be challenged to integrate prior and new knowledge using therapeutic communication, critical thinking and decision making to plan and provide nursing care for women and newborns. Incorporation of the dynamic interplay of culture, socioeconomic status, spiritual beliefs as well as psychological and physiological needs in the care of the individual within the context of the family unit will be expected. Reflection upon the legal and ethical issues affecting the family and collaboration with the family and other health team members in a variety of community settings will be part of the learning experience.

NUR 292 Life Transitions IV: Promotion of Health and Care of Children Within the Family

6.00 Credits

Generic Option Prerequisite(s): NUR 191, NUR 193, NUR 195, BIO 2117, SCT 100

Bridge Option Prerequisite(s): NUR 191, NUR 193, NUR 196

Generic Option Corequisite(s): SOC 1101, NUR 291

Bridge Option Corequisite(s): NUR 291

This course is designed to prepare associate degree nursing students to provide nursing care to children and families during periods of transitions in health. Students will be challenged to integrate prior and new knowledge as well as information related to socioeconomic status, spiritual beliefs, psychological and physiological needs in the care of children within the context of the family. Reflection upon

the legal and ethical issues affecting the family and collaboration with the child/family and other health team members in a variety of community settings will be expected.

NUR 293 Life Transitions V: Promotion of Health In The Adult: Advanced

8.00 Credits

Prerequisite(s): NUR 291, NUR 292, SOC 1101

Corequisites: ENG 2130

This second adult health course focuses on the care of clients with critical care/acute/chronic/complex needs and problems related to health transitions in cardiac, renal, gastrointestinal, neurological, endocrine, and immunological systems. Emphasis in this course is placed on the refinement of assessment; care planning; critical thinking and decision making; communication; and nursing skills of the associate degree nursing student.

NUR 294 Life Transitions VI: Clinical Decision Making For Nursing Practice (Virtual Hospital Experience)

9.00 Credits

Prerequisite(s): NUR 293, ENG 2130

In this capstone course, students will be challenged to synthesize and incorporate knowledge of the nursing profession, and the roles and responsibilities related to associate degree nursing care into practice. The student is expected to apply knowledge accumulated throughout the associate degree nursing program in the care of diverse groups of clients in the practice setting. Information gained from a historical perspective along with current trends and issues in nursing will be incorporated throughout the course. Emphasis will be placed on assisting the student to make the transition from student to graduate nurse through virtual hospital, preceptorship experiences, and leadership opportunities. These reality-based practice experiences will provide the student with opportunities to provide and manage care while serving in the role of team member and team leader. Students will provide care to clients experiencing complex, acute, and emergency variations in health status related to the pathophysiological changes occurring with burns, organ failure, organ transplants, end-of-life issues, and disaster situations. The student will demonstrate critical thinking skills; utilize the principles of delegation; and exhibit communication and collaboration techniques in the management of a client caseload.

PHL 103 Introduction to Venipuncture

4.00 Credits

Prerequisite(s): None

This course is designed as an introduction to blood collecting techniques and includes: a presentation of the blood collecting techniques employed in the hospital laboratory, and a study of the equipment necessary for performing each of the techniques. Students practice drawing blood.

PHL 105 Clinical Practice

8.00 Credits

Prerequisite(s): PHL 103

This course provides the opportunity for students to apply the theoretical knowledge learned during the first quarter to actual "on-the-job" situations, in a clinical setting. Requires 100 venipunctures in at least 180 hours of clinical practice.

PHR 100 Pharmaceutical Calculations

5.00 Credits

Prerequisite(s): MAT 1012 or MAT 1111

This course develops student's knowledge and skills in pharmaceutical calculation procedures. Topics include: systems of measurement, medication dispensing calculations, pharmacy mathematical procedures, pharmacy business math, and calculation tools and techniques.

PHR 101 Pharmacy Technology Fundamentals

5.00 Credits

Provides an overview of the pharmacy technology field and develops the fundamental concepts and principles necessary for successful participation in the pharmacy field. Topics include: CPR, safety, orientation to the pharmacy technology field, drug addiction and abuse, ethics and laws which govern pharmacy practice, and definitions and terms specific to the pharmacy field, and reference sources.

PHR 102 Principles of Dispensing Medications

6.00 Credits

*Prerequisite(s): PHR 100**Corequisite(s): PHR 105*

Introduces the student to principles of receiving, storing, and dispensing medications. Topics include: purchasing, packaging and labeling drugs, pharmacy policies and procedures; distribution systems; documentation; inventory and filing systems; specific drugs; compounding; contamination control; storage and control; and pharmacy equipment. This course provides laboratory and clinical practice.

PHR 103 Principles of Sterile Medication Preparation

6.00 Credits

*Prerequisite(s): PHR 101**Corequisite(s): AHS 1015, PHR 104*

Continues the development of student knowledge and skills in preparing medication, processing glassware, and maintaining an aseptic environment. Topics include: aseptic and sterile techniques, parenteral admixtures, hyperalimentation, chemotherapy, filtering, disinfecting, contamination, ophthalmic preparations, infection control and quality control.

PHR 104 Pharmacy Technology Pharmacology

5.00 Credits

*Prerequisite(s): PHR 101**Corequisite(s): AHS 1015, PHR 103*

The course introduces the students to principles and knowledge about all classifications of medication. Topics include: disease states and treatment modalities, pharmaceutical side effects and drug interactions, control substances, specific drugs, and drug addiction and abuse.

PHR 105 Pharmacy Technology Practicum

7.00 Credits

*Prerequisite(s): PHR 101, PHR 103**Corequisite(s): PHR 102*

Orients students to the clinical environment and provides experiences with the basic skills necessary for the pharmacy technician. Topics include: aseptic and sterile technique, storage and control, documentation, inventory, filing, compounding, parenteral admixtures, filtering, disinfection, medication delivery, and hospital pharmacy techniques.

PHR 106 Advanced Pharmacy Technology Principles

5.00 Credits

*Prerequisite(s): SCT 100, PHR 102, PHR 105**Corequisite(s): PHR 107*

Presents the advanced concepts and principles needed in the pharmacy technology field. Topics include: disease states, treatment modalities, pharmaceutical side effects and drug interactions, drug addiction and abuse, controlled substances, physician orders, patient profiles, pharmacy data systems, job readiness, and legal requirements.

PHR 107 Advanced Pharmacy Technology Practicum

7.00 Credits

*Prerequisite(s): SCT 100, PHR 103, PHR 105**Corequisite(s): PHR 106*

Continues the development of student knowledge and skills applicable to pharmacy technology practice. Topics include: dispensing responsibilities, physician orders, controlled substances, hyperalimentation, chemotherapy, patient profiles, pharmacy data systems, ophthalmic preparation, and hospital/retail/home health pharmacy techniques.

PHY 1110 Introductory Physics

5.00 Credits

Prerequisite(s): MAT 1012 or MAT 1111

The course is an introduction to some of the basic laws of physics. Topics include: systems of units and conversion of units; vector algebra; Newtonian mechanics; fluids and thermodynamics; heat, light, and optics, mechanical waves and sound; electricity and magnetism and modern physics. Laboratory experience supports classroom learning. Computer use is an integral part of class and laboratory assignments.

POL 1101 American Government

5.00 Credits

Prerequisite(s): Program admission

This course is a study of government and politics in the United States. The focus of the course will provide an overview of the Constitutional foundations of the American political processes with a focus on government institutions and political procedures. The course will examine the constitutional framework, federalism, civil liberties and civil rights, public opinion, the media, special interest groups, political parties, and the election process along with the three branches of government. Topics include: foundations of government; political behavior; and governing institutions.

PSY 1010 Basic Psychology

5.00 Credits

Prerequisite(s): Provisional Admission

This course presents the basic principles of human behavior and their application to everyday life and work. Topics include: introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; life span development; and abnormal psychology.

PSY 1101 Introductory Psychology

5.00 Credits

Prerequisite(s): Program admission

This course emphasizes the basics of psychology. Topics include: science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

PSY 2103 Human Development

5.00 Credits

Prerequisite(s): PSY 1101

This course surveys the changes that occur during the human life cycle beginning with conception and continuing through late adulthood and death. The scientific basis of our knowledge of human growth and development and the interactive forces of nature and nurture are emphasized. Topics include theories; research methods; nature and nurture; physical development: prenatal development, birth, infancy, childhood, adolescence, adulthood, aging, and death; cognitive development: learning, perception, and language development; and social development: temperament, emotions, personality, attachment, parenting and family relationships.

QMA 100 Qualified Medication Aide Fundamentals

3.00 Credits

Introduction to the role and responsibilities of a qualified medication aide. Topics include: orientation to roles and responsibilities of a QMA; general characteristics of persons served; care issues specific to persons served; ethics, law and scope of activity; working in a community care setting.

QMA 105 Medication Administration Principles for Qualified Medication Aides

5.00 Credits

Uses basic mathematical concepts and includes basic drug administration. Emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, basic pharmacology, and administering medications in a clinical environment.

RAD 101 Introduction to Radiography

5.00 Credits

Prerequisite(s): Program admission level reading and math competency

Provides the student with an overview of radiography and patient care. Students will be oriented to the radiographic professions as a whole. Emphasis will be placed on patient care with consideration of both physical and psychological conditions. Topics include: ethics, medical and legal considerations, "Right to Know Law," professionalism, basic principles of radiation protection, basic principles of exposure, equipment introduction, health care delivery systems, hospital and departmental organization, hospital and technical institution/college affiliation, medical emergencies, contrast agents/media, OR and mobile procedures patient preparation, death and dying, and body mechanics/transportation.

RAD 103 Body Trunk and Upper Extremities Procedures

3.00 Credits

Prerequisite(s): BIO 2113, BIO 2114

Corequisite(s): RAD 101

Introduces the knowledge required to perform radiographic procedures applicable to the human anatomy. Emphasis will be placed on the production of quality radiographs, and laboratory experience will demonstrate the application of theoretical principles and concepts. Topics include: procedure anatomy, and topographical anatomy related to body cavities, bony thorax, upper extremities, and the shoulder girdle; and anatomy and routine projection of the bony thorax.

RAD 106 Lower Extremity and Spine Procedures

3.00 Credits

Prerequisite(s): RAD 101, BIO 2113, BIO 2114

Continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, anatomy and routine projections of the pelvic girdle, anatomy and routine projections of the spine.

RAD 107 Principles of Radiographic Exposure I

4.00 Credits

Prerequisite(s): RAD 101

Introduces knowledge of the factors that govern and influence the production of the radiographic image on radiographic film. Laboratory experiences will demonstrate applications of theoretical principles and concepts. Emphasis will be placed on knowledge and techniques required to process radiographic film. Topics include: radiographic density, radiographic contrast, recorded detail, distortion, exposure latitude, film holders and intensifying screens, processing area considerations, chemicals, handling and storage of film, characteristics of films utilized in radiographic procedures, automatic processor, artifacts, silver recovery, processing quality assurance concepts, state and federal regulations; and basic principles of digital imaging.

RAD 109 Contrast Procedures

3.00 Credits

Prerequisite(s): RAD 101, BIO 2113, BIO 2114

Continues development of the knowledge and skill required prior to execution of radiographic procedures in the clinical setting. Topics include: gastrointestinal (GI) procedures, genitourinary (GU) procedures, biliary system procedures, sterile techniques, minor procedures; and sectional anatomy of the neck, thorax, and abdomen

RAD 113 Cranium Procedures

2.00 Credits

Prerequisite(s): RAD 101, BIO 2113, BIO 2114

This course continues to develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine cranial radiography; anatomy and routine facial radiography; and sectional anatomy of the head.

RAD 116 Principles of Radiographic Exposure II

3.00 Credits

Prerequisite(s): RAD 107

Continues to develop knowledge of the factors that govern and influence the production of the radiographic image on radiographic film and digital image acquisition. Topics include: beam limiting devices, beam filtration, scattered/secondary radiation, control of the remnant beam, technique formation, and exposure calculations.

RAD 117 Radiographic Imaging Equipment

4.00 Credits

*Prerequisite(s): SCT 100**Pre/Corequisite(s): RAD 116*

Provides knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Topics include: radiographic equipment, image intensified fluoroscopy, recording media and techniques, image noise, other imaging equipment, digital imaging/PACS, monitoring and maintenance, and state and federal regulations.

RAD 119 Radiographic Pathology and Medical Terminology

3.00 Credits

Prerequisite(s): RAD 101, BIO 2113, BIO 2114

Provides the student with an introduction to the concepts of disease. Pathology and disease as they relate to various radiographic procedures are discussed. Topics include: pathology fundamentals, trauma/physical injury, systemic classification of disease and medical terminology.

RAD 120 Principles of Radiation Biology and Protection

5.00 Credits

Prerequisite(s): Program Admission

Provides instruction on the principles of cell radiation interaction. Radiation effects on cells and factors affecting cell response are presented. Acute and chronic effects of radiation are discussed. Topics include: radiation detection and measurement, patient protection, personnel protection, absorbed dose equivalencies, agencies and regulations, introduction to radiation biology, cell anatomy, radiation/cell interaction, and effects of radiation.

RAD 123 Radiologic Science

5.00 Credits

Prerequisite(s): MAT 1111

Introduces the concepts of basic physics and emphasizes the fundamentals of X-ray generating equipment. Topics include: atomic structure, structure of matter, magnetism and electromagnetism, electrodynamics, control of high voltage and rectification, x-ray tubes, x-ray circuits, and production and characteristics of radiation.

RAD 126 Radiologic Technology Review

4.00 Credits

Corequisite(s): RAD 134, RAD 138

Provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

RAD 132 Clinical Radiography I

5.00 Credits

*Prerequisite(s): Program admission**Corequisite(s): RAD 103 or RAD 108*

Introduces students to the hospital clinical setting and provides an opportunity for students to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to body cavities, the shoulder girdle, and upper extremities. Activities of students are under direct supervision.

RAD 133 Clinical Radiography II

7.00 Credits

Prerequisite(s): RAD 101, RAD 132

Continues introductory student learning experiences in the hospital setting. Topics include: equipment utilization; exposure techniques; participation in and/or observation of routine projections of the lower extremities, pelvic girdle, spine, and bony thorax; and participation in and/or observation of procedures related to the gastrointestinal (GI), and genitourinary (GU), and biliary systems. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 134 Clinical Radiography III

7.00 Credits

Prerequisite(s): RAD 101

Provides students with continued hospital setting work experience. Students improve skills in executing procedures introduced in Radiographic Procedures and practiced in previous clinicals. Topics include: equipment utilization; exposure techniques; participation in and/or observation of gastrointestinal (GI), genitourinary (GU), and biliary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 135 Clinical Radiography IV

7.00 Credits

Prerequisites: RAD 101

Provides students with continued hospital setting work experience. Students continue to develop proficiency in executing procedures introduced in Radiography procedures. Topics include: patient care; behavioral and social competencies; sterile techniques; participation in and/or observation of minor special procedures, special equipment use, and genitourinary system procedures; and participation in and/or observation of cranial and facial radiography. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 136 Clinical Radiography V

7.00 Credits

Prerequisite(s): RAD 135

Provides students with continued hospital setting work experience. Students demonstrate increased proficiency levels in skills introduced in Radiographic Procedures and practiced in previous clinical radiography courses. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional, minor special, and special genitourinary system procedures; and participation in and/or observation of special equipment use; patient care; behavioral and social competencies; Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 137 Clinical Radiography VI

10.00 Credits

*Prerequisite(s): RAD 136**Corequisite: RAD 120*

Provides a hospital setting in which students continue to develop proficiency levels in skills introduced in previous Radiographic Procedures courses and practiced in previous clinical radiography courses. Topics include: patient care; behavioral and social competencies; equipment utilization, exposure techniques, and participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RAD 138 Clinical Radiography VII

10.00 Credits

Prerequisite(s): RAD 137

Provides a culminating hospital setting work experience which allows the students to synthesize information and procedural instruction provided throughout the program. Topics include: patient care; behavioral and social competencies; equipment utilization, exposure techniques, participation in and/or observation of

routine and special radiographic procedures, and final completion of all required clinical competencies. Execution of radiographic procedures will be conducted under direct and indirect supervision.

RDG 0096 Reading II

5.00 Institutional Credits

Prerequisite(s): None

Emphasizes the strengthening of fundamental reading competencies. Topics include: developing word attack skills, using dictionary skills, using context clues to determine word meanings, identifying: stated and implied main ideas, supporting details, transition words, and paragraph patterns. Inferring meanings, drawing conclusions, reading graphs, charts, and tables, following oral and written directions, and learning test-taking skills and strategies for textbook reading.

RDG 0097 Reading III

5.00 Institutional Credits

Prerequisite(s): None

Emphasizes basic vocabulary and comprehension skill development. Topics include: developing vocabulary skills, using a dictionary, using context clues to determine word meanings, identifying main idea and supporting details (implied and stated), determining sequence, making inferences, reading critically to determine fact and opinion and author's purpose, using effective study habits and study techniques, locating information in textbooks and reference materials, and developing reading techniques for test taking.

RDG 0098 Reading IV

5.00 Institutional Credits

Prerequisite(s): None

Provides instruction in vocabulary and comprehension skills. Topics include: contextual clues, structural analysis, literal and inferential comprehension, critical reading, reading graphic and tabular information, use of technical reading materials, and study skills.

RTT 111 Pharmacology

5.00 Credits

Prerequisite(s): BIO 2113, BIO 2114, CHM 1111 or AHS 1027, MAT 1111 or MAT 1100

Introduces the physiologic and pharmacologic basis of pulmonary and cardiac medications. Focuses on the preparation and calculation of dosages and mixtures and general principles of pharmacology. Topics include: drug preparation; dosage calculation; mixture preparation; pharmacology principles; bronchoactive drugs; and cardiopulmonary system related drugs such as neuromuscular blocking agents, central nervous system depressants, cardiovascular agents, and diuretics.

RTT 112 Introduction to Respiratory Therapy

5.00 Credits

*Prerequisite(s): BIO 2113, BIO 2114, CHM 1111 or AHS 1127, MAT 1111 or MAT 1100, PHY 1110 or AHS 1126**Corequisite(s): RTT 113*

Provides students with the principles of chemistry and physics as they apply to respiratory therapy. Emphasizes specific modes of respiratory care in order to understand principles of application to patients, indications, hazards, contraindications, evaluation of therapy, and patient assessment. Topics include: respiratory therapy chemistry and physics principles, patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, universal precautions, and hospital safety.

RTT 113 Respiratory Therapy Lab I

5.00 Credits

Corequisite(s): RTT 112

Provides students with the opportunity to gain hands-on experience with basic respiratory therapy equipment. Students perform simulated clinical exercises as well as bedside assessments and cardiopulmonary resuscitation. Topics include: patient assessment, medical gases, humidity/aerosol therapy, positive pressure breathing, incentive spirometry, postural drainage, percussion/vibration, and medical ethics.

RTT 193 Cardiopulmonary Anatomy and Physiology

10.00 Credits

Prerequisite(s): BIO 2113, BIO 2114, MAT 1111 or MAT 1100

Provides an in-depth study of cardiac and pulmonary anatomy and physiology, and the diagnostic procedures commonly used in the hospital to evaluate these systems. Emphasizes the heart-lung relationship and clinical applications of these phenomena in the cardiopulmonary system. Topics include: respiratory function, ventilatory mechanisms, gas transport, arterial blood gas interpretation, natural and chemical regulation of breathing, circulation, blood flow and pressure, cardiac function, and renal physiology.

RTT 209 Clinical Practice I

2.00 Credits

Corequisite(s): RTT 112, RTT 113

Introduces students to clinical practice in basic respiratory care procedures. Topics include: introduction to clinical affiliate, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, cardiopulmonary resuscitation, and medical ethics.

RTT 210 Clinical Practice II

2.00 Credits

Corequisite(s): RTT 209

Continues to develop skills used in the clinical practice. Topics include: medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RTT 211 Pulmonary Disease

5.00 Credits

Prerequisite(s): RTT 112

Provides students with information concerning assessment of etiology, pathophysiology, treatment, and prognosis of common cardiopulmonary, cardiovascular, and pulmonary diseases and conditions. Topics include: cardiac diseases and conditions, respiratory diseases and conditions, neuromuscular diseases and condition, cardiovascular diseases and conditions, patient assessment, laboratory tests, chest radiographs, and pulmonary function evaluation.

RTT 212 Critical Respiratory Care

5.00 Credits

Prerequisite(s): RTT 112, RTT 113

Provides students with knowledge on all phases of adult critical care and continuous mechanical ventilation. Topics include: mechanical ventilation history, adult critical care, continuous mechanical ventilation, ventilator implementation, ventilation monitoring, ventilator weaning, and ventilator discontinuance.

RTT 213 Mechanical Ventilation Equipment and Airway Care

5.00 Credits

*Prerequisite(s): RTT 112, RTT 113**Prerequisite/Corequisite(s): RTT 212*

Provides instruction in the theory, setup, operation, and maintenance of mechanical ventilators and equipment used to establish and maintain both adult and pediatric airways and emergency airway disorders. Topics include: mechanical ventilator theory, ventilator operation, ventilator maintenance, emergency airway disorders, adult airway establishment and maintenance, pediatric airway establishment and maintenance, fiber-optic bronchoscopy, thoracentesis, chest tube maintenance, and arterial blood gas sampling.

RTT 214 Advanced Critical Care Monitoring

2.00 Credits

Prerequisite(s): RTT 112, RTT 113, RTT 193

Provides a study of advanced critical care techniques for hemodynamic and non-invasive monitoring. Topics include: arterial pressure monitoring, central venous catheters, pulmonary artery catheters, cardiac output measurement, and non-invasive monitoring techniques.

RTT 215 Pulmonary Function Testing

1.00 Credits

Prerequisite(s): RTT 193

Provides knowledge regarding normal and abnormal pulmonary functions. Emphasizes performance, interpretation, and evaluation of various pulmonary function studies. Topics include: pulmonary function testing, pulmonary function interpretation, pulmonary function evaluation, and blood gas analysis.

RTT 216 Pediatric and Neonatal Respiratory Care

3.00 Credits

Prerequisite(s): RTT 193, RTT 212, RTT 213

Provides concepts on the processes of growth and development related to respiratory care from the fetus to the adolescent. Relates physiologic function to respiratory care including assessment, evaluation, and treatment. Topics include: fetal growth and development, neonatal growth and development, fetal assessment, fetal evaluation, neonatal assessment, neonatal evaluation, neonatal respiratory care, neonatal pathology, pediatric pathology, adolescent assessment, adolescent evaluation, and adolescent respiratory care.

RTT 217 Advanced Respiratory Care Seminar

5.00 Credits

Prerequisite(s): RTT 212, RTT 213

Review of respiratory therapy as it pertains to the national credential examinations administered by the NBRC. Emphasizes decision making and problem solving as they relate to clinical respiratory care. Topics include: medical ethics, basic computer literacy, CRTT exam preparation, and RRT exam preparation.

RTT 218 Clinical Practice III

2.00 Credits

Prerequisite/Corequisite(s): RTT 210

Continues development of proficiency levels in skills introduced in Clinical Practices I and II with an emphasis on respiratory care of the critical patient. In addition, intermittent positive pressure breathing, chest physiotherapy, and airway care are introduced. Case presentations are required to integrate clinical and classroom

theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, and patient assessment.

RTT 219 Clinical Practice IV

2.00 Credits

Prerequisite/Corequisite(s): RTT 212

Continues development of proficiency levels in skills introduced in Clinical Practices, I, II, and III. In addition, the student is introduced to critical respiratory care. Case presentations are required to integrate clinical and classroom theory. Topics include: intermittent positive pressure breathing, chest physiotherapy, airway care, medical gas therapy, oxygen therapy, aerosol therapy, incentive spirometry, patient assessment, and basic respiratory care of the critical care patient.

RTT 220 Clinical Practice V

5.00 Credits

Prerequisite/Corequisite(s): RTT 212, RTT 213, RTT 218

Continues development of skills required in the intensive care of the respiratory patient. Case presentations are required to integrate clinical and classroom theory. Topics include: basic respiratory care of critical care patients, tracheostomy care, ventilator monitoring, arterial blood collection, blood gas analysis, and EKG.

RTT 222 Clinical Practice VI

10.00 Credits

Prerequisite(s): RTT 219

Provides students with an opportunity for in-depth application and reinforcement of adult intensive care. In addition, students are provided an opportunity for application and reinforcement of pediatric and neonatal intensive care, advanced diagnostics, and rehabilitation/home care. Topics include: mechanical ventilation initiation; patient stabilization; critical care monitoring; hemodynamic measurement; hemodynamic evaluation; bronchial hygiene; weaning mechanics; extubation; arterial line sampling; and specialty rotation through pediatric/neonatal respiratory care, advanced diagnostics, and rehabilitation/home care.

RTT 227 Rehabilitation and Home Care

1.00 Credit

Prerequisite/Corequisite(s): RTT 112

Provides an overview of the concepts, procedures, and equipment used in rehabilitation and in the delivery of long-term care to persons with chronic pulmonary disorders. Topics include: rehabilitation concepts, rehabilitation procedures, rehabilitation equipment, home care concepts, home care procedures, and home care equipment.

SCT 100 Intro to Microcomputers

3.00 Credits

Prerequisite(s): Program admission

Introduces the fundamental concepts and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to the Internet, introduction to word processing, introduction to spreadsheets, introduction to databases, introduction to presentation software, and introduction to electronic mail.

SOC 1101 Introduction to Sociology

5.00 Credits

Prerequisite(s): Program admission

This course explores the sociological analysis of society, its culture, and structure. Sociology is presented as a science with emphasis placed on its methodology and theoretical foundations. Topics include: basic sociological concepts; socialization; social interaction and culture; social groups and institutions; deviance and social control: social stratification; and social change; and marriage and family.

SPC 1101 Public Speaking

5.00 Credits

Prerequisite(s): Program admission level language competency or ENG 0098

Introduces the fundamentals of oral communication. Topics include selection and organization of materials; preparation and delivery of individual and group presentations; analysis of ideas presented by others; and professionalism.

SUR 101 Introduction to Surgical Technology

6.00 Credits

Prerequisite(s): Program Admission

Provides an overview of the Surgical Technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: orientation to Surgical Technology, asepsis and the surgical environment, basic instrumentation and equipment, principles of the sterilization process, and application of the sterilization principles.

SUR 102 Principles of Surgical Technology

5.00 Credits

Diploma Level Prerequisite(s): SUR 101, SUR 108, SUR 109, PSY 1010

Degree Level Prerequisite(s): SUR 101, SUR 109, PSY 1101, BIO 2117

Provides continued study of surgical team participation by wound management and technological sciences for the operating room. Topics include biomedical principles; minimal invasive surgery; outpatient surgical procedures; hemostasis; wound healing; surgical dressings, catheter, and drains; incisions; and tissue handling techniques.

SUR 108 Surgical Microbiology

3.00 Credits

Diploma Level Prerequisite(s): AHS 104, AHS 109, AHS 1011, SCT 100, ENG 1010, MAT 1012, Program Admission

Degree Level Prerequisite(s): AHS 104, AHS 109, BIO 2113, SCT 100, ENG 1101, MAT 1111, Program Admission

Diploma Level Corequisite(s): SUR 101, PSY 1010

Degree Level Corequisite(s): SUR 101, PSY 1101

Introduces the fundamentals of surgical microbiology. Topics include: historical development of microbiology, cell structure and theory, microbial function, human and pathogen relationships, infectious process, blood borne and airborne pathogens, defense microorganisms, infection control, and principles of microbial control and destruction.

SUR 109 Surgical Patient Care

3.00 Credits

Diploma Level Prerequisite(s): AHS 104, AHS 109, AHS 1011, SCT 100, ENG 1010, MAT 1012, PSY 1010, Program Admission

Degree Level Prerequisite(s): AHS 104, AHS 109, BIO 2113, BIO 2114, SCT 100, ENG 1101, MAT 1111, PSY 1101, Program Admission

Diploma Level Corequisite(s): SUR 101, AHS 104, SUR 108

Degree Level Corequisite(s): SUR 101, AHS 104, BIO 2117

Introduces a complex diversity of surgical patients. Topics include: biosychosocial, physiological diversities and needs, special patient needs, preoperative routine, intraoperative patient care, surgical emergencies, documentation and assessment skills, postoperative patient care, and care of the caregiver.

SUR 110 Surgical Pharmacology

3.00 Credits

Diploma Level Prerequisite(s): SUR 108, PSY 1010

Degree Level Prerequisite(s): SUR 108, PSY 1101

Corequisite(s): SUR 101, SUR 102, SUR 109

Introduces the fundamentals of intraoperative pharmacology, and emphasizes concepts of anesthesia administrations. Topics include: weights and measurements, drug conversions, interpretation of drug orders, legal aspects of drug administration, intraoperative pharmacologic agents, and anesthesia fundamentals.

SUR 112 Intro-Surgical Practicum

7.00 Credits

Diploma Level Prerequisite(s): SUR 101, AHS 1011, Program Admission

Degree Level Prerequisite(s): SUR 101, BIO 2113, Program Admission

Corequisite(s): SUR 102

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include: scrubbing, gowning, gloving, and draping; assistance with patient care; processing of instruments and supplies; maintenance of a sterile field; basic instrumentation; and environmental sanitation.

** SUR 101 may not have been taken longer than six months prior to enrollment in SUR 112.

SUR 203 Surgical Procedures I

6.00 Credits

Prerequisite(s): SUR 102, SUR 109, SUR 110, SUR 112

Corequisite(s): SUR 213

Continues introduction to surgical procedures, incisions, wound closure, operative pathology, and common complications as applied to general and specialty surgery. Topics include: general surgery and special techniques, obstetrical and gynecological surgery, gastrointestinal surgery, genitourinary surgery, head and neck surgery, and plastic and reconstructive surgery.

SUR 204 Surgical Procedures II

6.00 Credits

Prerequisite(s): SUR 203, SUR 213

Corequisite(s): SUR 214

Continues development of student knowledge and skills applicable to specialty surgery areas. Topics include: ophthalmic surgery, orthopedic surgery, thoracic surgery, vascular surgery, cardiovascular surgery, and neurosurgery.

SUR 213 Specialty Surgery Practicum

8.00 Credits

Prerequisite(s): SUR 102, SUR 109, SUR 110, SUR 112, SUR 203

Emphasis is placed on routine procedures for general and specialty surgery. Students continue to demonstrate increased knowledge and advanced participation through the clinical experience. Topics include: aseptic technique, case preparation, application of surgical anatomy, surgical team employability skills, and demonstration of employability skills.

SUR 214 Advanced Specialty Surgical Practicum

8.00 Credits

*Prerequisite(s): SUR 203, SUR 213**Corequisite(s): SUR 204*

Provides opportunity for students to complete all required Surgical Technology procedures through active participation in surgery in the clinical setting. Topics include: primary scrub on specialty surgical procedures; participation as a surgical team conducting ophthalmic, orthopedic, thoracic, vascular, cardiovascular, and neurosurgery procedures; independent case preparation and implementation of intraoperative skills; and demonstration of employability skills.

SUR 224 Seminar in Surgical Technology

3.00 Credits

*Prerequisite(s): SUR 203, SUR 213**Corequisite: SUR 204, SUR 214*

Prepares students for entry into careers as surgical technologists and enables them to effectively review for the national certification examination. Topics include: professional preparation, certification review, and test taking skills.

SWK 2000 Introduction to Social Work

5.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): SWK 2010, SWK 2020*

This course provides an introduction to the social welfare institution and the profession of social work. It focuses on the values, ethics, and methods of generalist social work practice with an emphasis on diversity. Students will be introduced to basic social welfare policies, community agencies, and at-risk populations.

SWK 2010 Multicultural Issues

5.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): SWK 2010, SWK 2020*

This course provides students with the knowledge and skills to work with physically, socio-economically, mentally, psychologically, and economically disadvantaged and oppressed people. Attention is given to ethnic minorities of color, women, people with disabilities, gay and lesbian people, the poor, and the oppressed. A multi-dimensional, cross-cultural framework is introduced for assessments and interventions with consumers from diverse groups. Students learn to identify and emphasize the adaptive capabilities and strengths of disadvantaged and oppressed people.

SWK 2020 Introduction to Case Management

5.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): SWK 2000, SWK 2010*

A practical course in the how to of human service case management. Students will learn the step-by-step process of case management from the initial referral for services, determination of eligibility for services, writing a formal plan for services, case documentation techniques, and techniques for monitoring a client's progress through the service delivery system, to case closure/follow-up activities. This course will include how to access community resources, how to interpret and utilize information from other professionals, and the development of interviewing, intervention, case recording, and caseload management skills. Legal and ethical issues in service delivery will also be discussed.

SWK 2030 Leadership and Community Service

2.00 Credits

*Prerequisite(s): Program Admission**Corequisite(s): SWK 2000*

This course is designed to prepare students for a lifetime of engaged, responsible and active community involvement and leadership. In class, students will learn about leadership skills and styles and how to most effectively assess and assist organizations in their community. Outside of class, students will be required to provide volunteer service to an approved placement site in their local community for an approved number of hours.

SWK 2200 Interviewing Techniques with Individuals

5.00 Credits

Prerequisite(s): SWK 2020

This course is offered as a beginning general foundation class and focuses on social work practice with individuals. It will emphasize the initial contact and rapport building skills utilized in partnering with clients in the social work process, interviewing skills and counseling techniques along with the assessment of a client's situation, and determination of the appropriate level of intervention for the change effort. As a clinical practice course, students will be expected to participate in interpersonal sharing and activities. Additional areas of study include: interviewing for assessment, the person in environment perspective, motivational interviewing, and ethical framework for practice.

2210 Case Management with Families

5.00 Credits

Prerequisite(s): SWK 2020

This course focuses on initial introduction to the concept of families throughout the human life cycle. Using a biopsychosocial approach, the course explores the changing family structure from initial courtship and marriage, having infants and toddlers, young children, teenagers, adult children, and grandparenthood—along with caring for elderly parents and relations. Influences upon the family (economic, cultural, ethnic, etc.) along with changes to traditional family structures (single parent, gay/lesbian, divorce) will be explored. As a clinical practice course, students will be expected to participate in interpersonal sharing and activities.

SWK 2220 Social Work Field Practicum I

5.00 Credits

*Prerequisite(s): SWK 2020**Corequisite(s): SWK 2200, SWK 2210*

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organizational setting, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program faculty and/or persons designated to coordinate work experience arrangements.

SWK 2230 Human Behavior in the Social Environment

5.00 Credits

*Prerequisite(s): SWK 2000**Corequisite(s): PSY 2103, SWK 2010*

This course provides an overview of multi-cultural and critical perspectives on understanding: individual, families, and their interpersonal and group relationships; life span development; and theories of well-being, stress, coping, and adaptation. Students are introduced to two organizing theoretical perspectives, systems/ecological and values and oppression, and learn to address biopsychosocial influences on human functioning.

SWK 2240 Introduction to Child Welfare Issues

5.00 Credits

Corequisite(s): SWK 2230

This course focuses on introducing the student to social work practice with children, youth and families addressing the physical, psycho-social, and critical milestones of development through adolescence. It emphasizes the needs and problems of children and families and the policies and services which have developed to meet those needs..

SWK 2250 Social Gerontology

5.00 Credits

Corequisite(s): SWK 2230

This course studies the social phenomenon of the aging process, the life cycle, and patterns including social roles and medical aspects of aging and death. Values, norms and cultural beliefs related to aging are explored.

SWK 2260 Social Work Field Practicum II

5.00 Credits

Corequisite(s): SWK 2220

The field practicum is an educationally focused, guided field experience in which students engage in community-based practice with individuals, families, and/or communities. Students gain experience with various social work roles, such as advocate, broker, and counselor. Students learn to function as professional generalist social workers in an organizational setting, to demonstrate an understanding of and behavior consistent with the NASW Code of Ethics, and to increasingly assume professional responsibility. Special emphasis is placed on the identification of specific needs, the empowerment of diverse populations at the micro and mezzo levels, and a keen awareness of social justice issues. Students will be under the supervision of the Social Work program faculty and/or persons designated to coordinate work experience arrangements.

WLD 100 Intro-Welding Technology

6.00 Credits

Prerequisite(s): None

Provides an introduction to welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include: industrial safety practices; tool and power machine operations; measurements; laboratory procedures; introduction to codes and standards welding career potentials and certification eligibility; basic electricity and power sources; and metals characteristics, preparation, and testing procedures. Laboratory demonstrations parallel class work

WLD 101 Oxyfuel Cutting

4.00 Credits

Prerequisite(s): WLD 100

Introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles, safety procedures, use of oxyfuel cutting torch and flame cutting apparatus, metal heating and cutting techniques, cutting with manual and automatic cutting machines, and oxyfuel pipe cutting. Practice in the laboratory is provided.

WLD 102 Oxyacetylene Welding

1.00 Credits

Prerequisite(s)/Co-requisite(s): WLD 100

Introduces the fundamental theory, safety practices, equipment, and techniques necessary to perform basic oxyacetylene welding operations. Topics include: welding theory; oxyacetylene welding safety; use of gas cylinders and regulators; use of torches, tips, and apparatus; welding without filler rods; running beads with filler rods; butt, open butt, and lap joints; brazing and soldering. Practice in the laboratory is provided.

WLD 103 Blueprint Reading I

3.00 Credits

Prerequisite(s): WLD 100

Introduces the knowledge and skills necessary for reading welding and related blue prints and sketches. Topics include: basic lines, sketches, basic views, notes and specification dimensions, structural shapes, isometrics, sectional views, joint design, and detail and assembly prints.

WLD 104 Shielded Metal Arc Welding I

6.00 Credits

Prerequisite(s): WLD 100

Introduces the fundamental theory, safety practices, equipment, and techniques required for shielded metal arc welding (SMAW) in the flat position. Qualification tests, flat position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; SMAW theory: basic electrical principles; introduction to SMAW machines; equipment setup; identification and selections of low hydrogen, mild steel, and other common electrodes; joint design; selection and preparation of materials; and production of beads and joints in the flat position.

WLD 105 Shielded Metal Arc Welding II

6.00 Credits

Prerequisite(s): WLD 104

Introduces the major theory, safety practice, and techniques required for shielded metal arc welding (SMAW) in the horizontal position. Qualification tests, horizontal position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds to uniform width and height; manipulation of electrodes to produce specification welds; horizontal joints; and uses of low hydrogen, mild steel, and other common electrodes in horizontal position welding.

WLD 106 Shielded Metal Arc Welding III

6.00 Credits

Prerequisite(s): WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the vertical position. Qualification tests, vertical position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds: vertical joints; and applications of low hydrogen, mild steel, and other common electrodes in vertical position welding.

WLD 107 Shielded Metal Arc Welding IV

6.00 Credits

Prerequisite(s): WLD 104

Introduces the major theory, safety practices, and techniques required for shielded metal arc welding (SMAW) in the overhead position. Qualification tests, overhead position, are used in the evaluation of student progress toward making industrial standard welds. Topics include: SMAW safety and health practices; production of welds of uniform width and height; manipulation of electrodes to produce specification welds; overhead joints; and applications of low hydrogen mild steel, and other common electrodes in overhead position welding.

WLD 108 Blueprint Reading II

3.00 Credits

Prerequisite(s): WLD 103

Emphasizes welding symbols and definitions through which the engineer or designer communicates with the welder. Welding symbols are considered an integral part of blueprint reading for the welder. Topics include: weld symbols and abbreviations. Basic joints for weldment fabrications; fillet welds; groove welds; back or backing and melt-thru welds; plug and slot welds; surfacing welds; flash welds and upset welds; and flange, spot projection and seam welds.

WLD 109 Gas Metal Arc Welding

6.00 Credits

Prerequisite(s): WLD 100

Provides knowledge of theory, safety practices, equipment, and techniques required for successful gas metal arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: GMAW safety and health practices, GMAW theory, machines, and setup; wire specifications; joint design; shielding gases; and production of GMAW beads, bead patterns, and joints in all positions.

WLD 110 Gas Tungsten Arc Welding

4.00 Credits

Prerequisite(s): WLD 100

Provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: safety and health practices; metals weldable using GTAW; shielding gases; metal cleaning procedures; GTAW machines and equipment setup; selection of filler rods; GTAW weld positions; and production of GTAW beads, bead patterns, and joints in all positions.

WLD 112 Preparation for Industrial Qualification

4.00 Credits

Prerequisite(s): WLD 101, WLD 105, WLD 106, WLD 107, WLD 108, WLD 109, WLD 110

Introduces industrial qualification methods, procedures, and requirements. Students are prepared to meet the qualification criteria of selected national welding codes and standards. Topics include: qualification test methods and procedures, codes and standards, fillet and groove weld test specimens, and national industrial student preparation for qualification and job entry.

WLD 150 Advanced Gas Tungsten Arc Welding

5.00 Credits

Prerequisite(s): WLD 110

Provides knowledge of theory, safety practices, equipment and techniques required for successful gas metal arc welding of pipe. Qualification test, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include: joint preparation; backing gas; filler metal; hot pass; filler pass; and cover pass. Bead patterns and joints in all positions.

WLD 151 Fabrication Practices

5.00 Credits

Prerequisite(s): WLD 107, WLD 108, WLD 109

Presents practices common in the welding and metal fabrication industry. Topics include: metal fabrication safety and health practices and metal fabrication procedures.

WLD 152 Pipe Welding

5.00 Credits

Prerequisite(s): WLD 107, WLD 108

Provides the opportunity to apply skills to pipe welding operations. Topics include: pipe welding safety and health practices, pipe welding nomenclature, pipe layout and preparation, pipe joint assembly, horizontal welds on pipe (2G), vertical welds on pipe (5G), and welds on 45 degree angle pipe (6G).

WLD 153 Flux Cored Arc Welding

5.00 Credits

Prerequisite(s): WLD 100

Provides knowledge of theory, safety practices, equipment and techniques required for successful flux cored arc welding. Topics include: FCAW safety and health practices, FCAW theory, machine setup and operation, shielded gas selection, and FCAW joints in all positions.

WLD 154 Plasma Cutting

5.00 Credits

Prerequisite(s): WLD 100, WLD 101

Provides knowledge of theory, safety practices, equipment, and techniques required for plasma cutting. Topics include: safety principles and plasma torch and theory.

WLD 156 Ornamental Iron Works

5.00 Credits

Prerequisite(s): WLD 100

Ornamental Iron Works provides an introduction to ornamental ironworks with emphasis on safety practices, equipment, and ornamental ironwork techniques. Topics include: introduction to ornamental ironworks and safety practices; use of scroll machine, and use of bar twister.

WLD 160 Half-Time Internship

5.00 Credits

Prerequisite(s): Completion of two full quarters with a GPA of 3.0 or better.

Provides additional skills application in an industrial setting through a cooperative agreement among industry, the Welding and Joining Technology program, and the student to furnish employment in a variety of welding occupations. Emphasizes student opportunities to practice welding skills in a "hands-on" situation and to work in an industrial environment under the supervision of a master welding technician. Supplements and complements the courses taught in the Welding and Joining Technology program. Topics include: application of welding and joining skills, appropriate employability skills, problem solving, adaptability to job equipment and technology, progressive productivity, and acceptable job performance.

Personnel/Faculty Credentials



Directory

PRESIDENT'S OFFICE

Glenn A. Deibert
Christa Herring

President
Administrative Assistant

ADMINISTRATIVE SERVICES

Paul Roberts

Vice President, Administrative Services

Gary Aldridge

Director, Facilities

David Bozeman

Maintenance Worker

Moses Cooper

Custodian

Pat Duncan

Custodian

Tony Duncan

Custodian

Tim Sanford

Grounds

Robert Ranson

Grounds

Mary Alice Smith

Secretary

Henry Walden

Maintenance Worker

Tony Wilson

Maintenance Worker

Kay Hathaway

Accounting Technician

Steve McCoy

Director, Technology Services

Danny Mainprize

Technical Support Specialist

Robbi Morris

Technical Support Specialist

Carol Peppers

Receptionist

Libby Scully

Human Resource Manager

Jennifer Simpson

Payroll & Benefits Coordinator

Lisa Weaver

Bookstore Manager

Sarah Wilson

Accountant

ECONOMIC DEVELOPMENT

Gary Pitts

Vice President, Economic Development

Ruby Barron

Administrative Assistant

Flip Harper

Coordinator, AHA Community Training Center

INSTITUTIONAL ADVANCEMENT

Sheryl Sealy

Director, Institutional Advancement

Kim Powell

Specialist, Marketing

INSTITUTIONAL EFFECTIVENESS

Debbie Goodman

Vice President, Institutional Effectiveness

Don Kurtz

Coordinator, Institutional Research

STUDENT AFFAIRS**Joyce Halstead**

Sandra Reeves

Jeanine Long

Gloria Lowe

Beth Price

Alison Welch

Daniel Cooper

Rick Horton

Deborah Gray

Mary Hopkins

Amy Scoggins

Laura Kelly

Wanda Hancock

Ashley Davis

Tammy Drew

Natalie Morris

Melissa Stanaland

Dale Aldridge

Susie Butler

LaDonna Delk

Lynn Harris

Margaret Kelly

Ellen Terrell

Mary Lou Vonier

Vice President, Student Affairs

Administrative Assistant

Director, Career Placement and Development

Retention Coordinator

Specialist, Retention/Special Population

College Counselor

Tutoring Center

Tutoring Center

Registrar

Records Secretary

Director, Financial Aid

Specialist, Financial Aid

Director, Admissions

Recruiter

Receptionist

Specialist, Admissions

High School Coordinator

Executive Director, Adult Education

Faculty, Adult Education

Faculty, Adult Education

Adult Education Secretary

Faculty, Adult Education

Adult Education Transition Coordinator

Faculty, Adult Education

ACADEMIC AFFAIRS**Annie McElroy**

Kevin Cronin

Christina Keown

Carla Barrow

Elaine Jones

Joyce Mitchell

Debra Rogers

Robin Hale

Mary Perkins

Gail Roberts

Pam Johnson

Evelyn Kelly

Sue Stephenson

Vice President for Academic Affairs

Administrative Assistant

GVTC Coordinator

Dean for Academic Affairs

Secretary

Secretary

Dean for Academic Affairs

Secretary

Receptionist/Secretary, Mitchell County Campus

Director, Library/Media Services

Library Assistant

Library Assistant

Librarian

Allied Health Faculty

Megan Bivens

Darlene Boyd

Associate Degree Nursing

Associate Degree Nursing

Tamara Bryant	Associate Degree Nursing
Lillie Gregory	Radiologic Technology
Terry Harper	Practical Nursing
Jennifer Harrison	Associate Degree Nursing
Glenda Hatcher	Medical Assisting
Tom Hastings	Respiratory Care Technology
Kynthia James	Associate Degree Nursing
Margie Keeling	Practical Nursing
Karen Kelso	Patient Care Assisting
Florence McCutchen	Associate Degree Nursing
Michele Miller	Associate Degree Nursing
Richard Miller	Clinical Laboratory Technology
Tammy Miller	Respiratory Care Technology
Missy Pullen	Paramedic Technology
Amy Ryan	Pharmacy Technology
Nichole Sanders	Practical Nursing -Grady County Campus
April Taylor	Surgical Technology
Wally Waldron	Radiologic Technology

Business and Computer Technology Faculty

Patricia Christian	Business Administrative Technology- Grady County Campus
Charles Everett	Computer Information Systems
Ralph Fudge	Natural Sciences
Ray Ingram	Accounting
Dennis Lee	Management Supervisory Development
Chris Parrish	Business Administrative Technology
Vacant	Computer Information Systems

General Education Faculty

Judi Bremer	Reading/English
Lee Fletcher	Math
Ralph Fudge	Natural Sciences
Theresa Hawkins	English
Ron Rushing	Math
Travis Timmons	English
Summer Washington	Psychology
Steve Wooten	Math
Heidi Bivins	Natural Sciences

Professional Services Faculty

Jessica Barfield	Early Childhood Care & Education
Rosa Collins	Cosmetology
Rachelle Denmark	Criminal Justice Technology
Stephanie Joyner	Cosmetology-Mitchell County Campus

David Kennedy

Criminal Justice Technology-
Grady County Campus

Kim West

Early Childhood Care & Education-
Grady County Campus

Londa Wilson

Social Work

Technical and Industrial Faculty

Chad Faircloth

Industrial Electrical Technology

Jeffrey Gilmore

Welding & Joining Technology

Thomas Graham

Automotive Technology

Ralph Griffith

Drafting Technology

Tim Robinson

Air Conditioning Technology

Sonny Scully

Welding and Joining Technology

Bobby Sharp

Agricultural Technology

Administration & Faculty Credentials

Administration

Glenn A. Deibert (2006)

President

Ed.D., Nova Southeastern University
M.Ed., University of Georgia
B.S., University of Georgia
Diploma, Thomas Technical Institute

Carla Barrow (1999)

Dean for Academic Affairs

M. Ed., Valdosta State University
B.B.A., Valdosta State University

Deborah L. Goodman (1993)

Vice President, Institutional Effectiveness

Ed.D., Oklahoma State University
M.S., Oklahoma State University
B.S., Oklahoma State University
Additional Graduate Studies: Central State University, Indiana University
at Perdue University, Troy State University at Dothan

Joyce Halstead (1989)

Vice President for Student Affairs

M.Ed., Valdosta State University
B.A., Thomas University

Christa Herring (1999)

Administrative Assistant to the President

M.Ed., Valdosta State University
B.A., Valdosta State University

Annie Laurie McElroy (1992)

Vice President for Academic Affairs

Ph.D., Georgia State University
M.Ed., Valdosta State University
B.S., Valdosta State University
Diploma, Georgia Baptist College of Nursing

Gary Pitts (2005)

Vice President of Economic Development

M.B.A., Valdosta State University

B.S., Valdosta State University

Professional in Human Resources Certification

Certified Economic Developer Trainer

Paul Roberts (1998)

Vice President, Administrative Services

B.S., Valdosta State University

Certified Public Accountant

Debra Rogers (2007)

Dean for Academic Affairs

Ph.D., Capella University

M.S., University of Phoenix

B.S., University of Phoenix

A.A., University of Phoenix

Microsoft Certified Application Specialist (MCAS)

Sheryl Sealy (2003)

Director of Institutional Advancement

M.S., Nova Southeastern University

B.S., Thomas College

A.A., Thomas College

Full Time Faculty**Jessica Barfield (2007)**

Early Childhood Care & Education

M.Ed., Valdosta State University

B.S., University of Georgia

Darlene Boyd (2008)

Associate Degree Nursing

M.S.N., Thomas University

B.S.N., Thomas University

A. S. N., Darton College

Heidi Bivens (2009)

Natural Sciences

D.C., Life University

B.S., Berry College

Megan Bivens (2007)*Associate Degree Nursing*

M.S.N., Florida State University

B.S.N., Florida State University

A.S., Gulf Coast Community College

Mary Lou Branch (1999)*Adult Education*

B.S., Florida State University

Judi Bremer (2006)*English and Reading*

M.S., Florida State University

B.S., Florida State University

A.A., North Florida Junior College

Tamara Lanae Bryant (1994)*Associate Degree Nursing*

M.S.N., Walden University

B.S.N., Brenau Women's College

Certificate, Swainsboro Technical College

Susie Butler (1997)*Adult Education*

B.S., Thomas College

Patricia D. Christian (1990)*Business Administrative Technology*

M.Ed., Florida Agricultural and Mechanical University

B.S., Florida Agricultural and Mechanical University

Additional Graduate Studies: Valdosta State University

MOUS Certification

Rosa Collins (1995)*Cosmetology*

Diploma, South Georgia Technical College

Daniel Cooper (2005)*Tutoring Center*

M.S., Georgia Southern University

B.S., Mercer University

LaDonna Delk (1994)*Adult Education*

M. Ed., Valdosta State University

B.S., Albany State College

Rachelle Denmark (2008)

Criminal Justice Technology

M.S., Columbus State University

B.S., Mercer University

Charles Everett (1999)

Computer Information Systems

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B.S., Thomas College

MCSE Certification

A+ Certified Service Technician

CCNA and CCNP Certification

Chad Faircloth (2005)

Industrial Electrical Technology

A.A.T. Southwest Georgia Technical College

Diploma, Southwest Georgia Technical College

Lee Fletcher (1985)

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B.A., Catawba College

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B.S. Georgia Southern University

A.S. Southern Technical Institute

Jeffrey Gilmore (2004)

Welding & Joining Technology

Diploma, Valdosta Technical College

Thomas L. Graham (1985)

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Diploma, Thomas Technical Institute

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Diploma, Valdosta Technical Institute

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Ralph Griffith (2005)*Drafting Technology*

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Flip Harper (2002)*Emergency Medical Technology*

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Terry Harper (2000)*Practical Nursing*

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A.S.N. Georgia Southwestern University

Tom Hastings (2006)*Respiratory Technology*

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Glenda H. Hatcher (1987)*Medical Assisting*

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Theresa H. Hawkins (1975)*English*

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B.A., University of Alabama

Rick Horton (2001)*Tutoring Center*

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B.S., Delta State College

Ray Ingram (1981)*Accounting*

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Kynthia James (2001)*Associate Degree Nursing*

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Stephanie Joyner (2007)*Cosmetology*

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R.N., Diploma; Highsmith-Rainey Memorial Hospital

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Dennis Lee (2005)

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Richard Miller (1996)

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EMT/Paramedic, Valdosta Technical College

Tim Robinson (1996)

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M.Ed., Valdosta State University
B.S., Valdosta State University
B.A. Valdosta State University
Diploma, Thomas Technical Institute
Additional Graduate Studies: Valdosta State University

Ron Rushing (2004)

Math

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B.A., Troy State University

Amy Ryan (2008)

Pharmacy Technology

Pharm.D., Mercer University

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B.S.N., Baylor University
Additional Graduate Studies: Columbus State University, University
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James (Sonny) Scully (1997)

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A.S., Thomas College
Diploma, Thomas Technical Institute

Bobby Sharp (2005)

Agricultural Technology

A.A.S., Southwest Georgia Technical College

April Taylor (2006)

Surgical Technology

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Diploma, Southwest Georgia Technical College

Travis Timmons (2007)*English*

M.A.; Florida State University)

B.A., Patrick Henry College

E-Learning Certificate, Southwest Georgia Technical College

Mary Lou Vonier (1999)*Adult Education*

B.S., Valdosta State University

Werner (Wally) Waldron (1989)*Radiologic Technology*

M.Ed., Valdosta State University

B.T., Appalachian State University

A.A.S., Tampa Technical Institute

Certificate, Morton F. Plant Hospital

Summer Washington (2009)*Psychology*

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B.S., Valdosta State University

Kim West (2008)*Early Childhood Care and Education*

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B.S., Valdosta State University

Steve Wooten (2008)*Math*

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M.Ed., Valdosta State University

B.S., Valdosta State University

Adjunct Faculty**Claudia (Pauline) Ash**

M.S., Mississippi State University for Women

B.S., Mississippi State University for Women

B.S., Mississippi State for Women

Lisa-jan Bailey

M.S., University of South Alabama
B.S., Mobile College

Zandra Banks

Phlebotomist Histo Technologist
ASCL Registerd

Del Bibles

M.S., Georgia State University

Cetonya Brown

Diploma, Southwest Georgia Technical College

Betsy Caldwell

B.A., Appalachian State University

Hazel Caldwell

M.S., Eastern Virginia Medical School
B.A., Charleston College

Jerry Cox

B.S., Georgia Southwestern University

Herb Cravey

B.S.N., Valdosta State College

Connie Currie

A.D.N., Southwest Georgia Technical College

Betty Davis

M. Ed., Valdosta State University
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